



ACRG (Aftercare Recovery Group)



#CES-2471818



ACRG, 48 Seville Place, Dublin 1, D01 AD72



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/09/2026



05/11/2026

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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Administration Assistant for Aftercare Recovery Programme

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

ACRG is a structured drug free, abstinence-based day programme for those in recovery from substance addiction. Our day programme is designed to help individuals maintain their recovery and enjoy drug free living through a combination of services and supports. The role would be to help support the finance and administration office and also support the Project Work office when needs arise. To assist in entering and updating records on ILP System. To maintain employees' records and files, ensuring all information is relevant and up to date. To work closely with other staff members and any other duties that may be assigned from time to time.

- **Sector:** administrative and support service activities