



Fatima community employment scheme



#CES-2472656



Shannon's Hopeline, 81 The Coombe, Dublin
8, D08 YK66



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/09/2026



11/11/2026

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](#)



Open your camera app & point here to view this ad online



Reception/Administration

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.

Job Description

Meeting and greeting clients and ensuring that each person that uses the service is respected and that their privacy, integrity and right to confidentiality within the confines of the service are respected and always protected.

Making appropriate referrals to external services such as Mosaic Counselling and Psychotherapy and any other service that the client may wish to access.

First point of contact for visitors

Answering the telephone in a professional manner

Responding to emails

Liaising with therapists and managers

Recording important and private information

Arranging appointments for clients

Maintaining application forms, files and records

Management of the waiting room area and light tidying

To undertake accredited standard training related to the role

We are in the process of setting up a social enterprise which is a takeaway coffee shop selling mental health products.

Job Description:

Serving customers in a respectable polite manner

Making coffee through Barista (training provided)

Operating the till

Cleaning of the area

To undertake HACCP training level 1

- **Sector:** other service activities