



Rossinver Youth & Community Project Limited



#CES-2475015



Rowantree Enterprise Centre, Main Street,
Drumkeeran, Co. Leitrim, N41 H9C9



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/10/2026



25/11/2026

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



Counselling Service Administrative Worker- North West Stop

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

Purpose of the Role

To provide general administrative & reception support to the counselling service. helping to ensure the service operates efficiently and that clients are welcomed in a respectful, confidential and professional manner.

Main Duties & Responsibilities

- Answer telephone calls, take messages and respond to general enquiries
- Welcome clients & visitors in a friendly & professional manner
- Maintain appointment diaries & general office records
- Carry out filing, photocopying, scanning, typing and data entry
- Assist with emails, letters and general correspondence
- Design work using Canva & supporting fundraising events
- Maintain office supplies and keep reception & office areas organised
- Assist with preparing meeting rooms & counselling rooms for appointments
- Assist with updating contact lists, referral information & admin forms
- Follow the services confidentiality, data protection, safeguarding and health and safety policies
- Undertake other appropriate administrative duties as agreed with the supervisor

Confidentiality & Boundaries

The worker will not provide counselling, assess clients, give clinical advice or access counselling notes unless specifically authorised for a legitimate administrative purpose. Client information must only be accessed and shared in accordance with the service policies & data protection requirements.

Training & Development

Training may include reception skills, telephone techniques, office admin, IT skills, data protection, confidentiality, communication skills and health & safety.

Essential Skills

- Good Communication & interpersonal skills
- Basic computer skills & willingness to learn
- Ability to organise tasks & manage time
- A respectful, patient and non-judgemental approach
- Willingness to work as a part of a team
- Ability to follow instruction & maintain confidentiality .

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