

Department of Social Protection



Schemes Vacancy Form

(This form is not to be used for Supervisory or Management Positions)

Project Name: Carmichael Centre for Voluntary Groups

Postal Address: 4 North Brunswick Street, Dublin 7

Email Address: marie@carmichaelcentre.ie

Contact/Supervisor: Marie Lynch

Contact Tel. No. (Landline): 01-8735702

Fax No.: 01-8735737

Title of Position:	<i>Office Administrator</i>	No's. Reqd 1
	<p>General Administration- I.T. letters /post /mail outs. Photocopying /accounts/files etc.</p> <p>Setting up appointments for clients to the centre.</p> <p>Answering the telephone /Door, looking after reception and visitors to centre.</p> <p>General –post /shops /general housekeeping.</p> <p>Liaise with centre co coordinator</p> <p>Good interpersonal skills/phone manner</p> <p>Good IT skills-typing Word/excel/access</p> <p>Flexible /motivated /responsible</p> <p>Some experience or knowledge or interest in the area of Counselling , assist course or suicide awareness course would be an advantage but training can be provided.</p>	
Vacancy Location	Console, 68 Ard Patrick Road, Off Navan Road, Dublin 7	
Application arrangements:	<p>Please post or email c.v to address above.</p> <p>PLEASE CHECK THAT YOU ARE ELIGIBLE FOR COMMUNITY EMPLOYMENT</p>	
Proposed Start Date:	5/11/2012	How long would you like to advertise your vacancy? No. of Weeks : 3 <input type="checkbox"/>

GARDA VETTING SECTION To be completed by Sponsor (not supervisor)

Does the post provide access to children and/or vulnerable adults, as a result of:

- A. Direct Access** - working/training to work with children and/or vulnerable adults?
- B. Indirect Access** - through the place of work, e.g. caretaking in community halls where a crèche is running and the individual will have access for a significant amount of time to children who are unsupervised or will have the use of shared facilities such as changing/bathroom?
- C. Indirect Access** through the type of work, e.g., sports coaching for children / vulnerable adults, bus driving for children?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

If the answer is yes to any ONE of the above, Garda Vetting applies.

If the answer is yes, use the 'DUTIES' box above to explain how.

Note: Residency Abroad and Garda Vetting

Individuals who lived outside the Island of Ireland for 1 or more continuous years since the

age of 16 years are required to submit the following documents **with their Garda Vetting Application Forms**. Original Police Certificate(s) from the country or countries of residence abroad with authenticated translation where necessary **and 2** recent Irish referees from acceptable sources. Where police certificates cannot be supplied, applicants should submit evidence of efforts to obtain such certificates.

To be approved by BOTH of the following:

_____ **AND** _____

Signature of **Sponsor** (not Supervisor)

Signature of DSP HEO

NB: Please supply here the name of DSP officer (HEO) dealing with your project:

Tel: 1800 611 116 Fax: 046 9738017 Email: jobsireland@fas.ie

Website: www.fas.ie

