

Job Description Template for Tús Work Placement Participant

Community Organisation Type:	Citizens Information Centre
Reporting to:	Onsite Manager
Job Title:	Information Officer
Number of positions required:	1
Main Tasks:	<ul style="list-style-type: none"> • Interacting with Clients through our intercom • Greeting Clients at reception • Administration duties • Proficient English • Basic IT skills • Previous reception/admin experience
Skills Required:	Self-motivated. Interest in the work carried out by the CIC. Polite and courteous.
Place of Work:	Westend House, Westend Business Park, Snugborough Road Extension, Blanchardstown, Dublin 15 Eircode: D15 KPW7
Preferred days or times of work (e.g. Monday-Friday, mornings/afternoons etc)	TBC
Any other work related requirements	Eligibility to participate on the Tús Scheme is generally linked to those who are 19 years or over and in receipt of a qualifying social welfare payment for 1 year or more. To be eligible to participate in the Tús scheme you must: Be available 19.5 hrs a week for 1 year Have been continuously unemployed for at least 12 months and “signing on” on a full-time basis; and Have been receiving a jobseeker’s payment (Jobseeker’s Benefit or Jobseeker’s Allowance) from the Department of Social Protection for at least 12 months; and Be currently receiving Jobseeker’s Allowance (JA) Place of Work: Dublin 15
Is Garda Clearance Required for this position:	Yes
Contact:	If you are interested in applying for this role, please contact a member of the Tús Team on 01 – 8209550 or email tusvacancies@empower.ie to discuss further. Note: If you are getting Jobseekers Allowance and have break(s) of up to 30 days in your jobseekers record over the last 12 months, you will be eligible for Tús

