



**Mohill Family Support Centre CLG wishes to engage the services of a Part Time Caretaker, on a Specific Purpose (Sick Cover) basis, funded through Pobal under the Community Services Programme. The position will be based in Mohill Family Support Centre CLG, Canon Donohoe Hall, Mohill, Co Leitrim, N41 Y2F5.**

**Position:** Caretaker – Sick leave Cover

**Hours:** 19.5 hours a week

**Responsible To:** The Directors/Trustees of Mohill Family Support Centre CLG. The successful candidate will report to the Project Coordinator.

**Duties of the role:** Includes general maintenance tasks to include but not exhaustive cleaning rooms for meetings, gardening, painting, routine repairs, maintenance of equipment, preparation of rooms for meetings and groups, general maintenance of the building internally and externally of the building and meeting and greeting service users that use the centre. Reporting hazards, risks or disruption of service to Coordinator.

**Essential Criteria:** Good communication skills, good level of English, work on own initiative and as part of a team, flexibility and maintaining confidentiality.

**CSP eligibility criteria applies:**

People who are in the workforce but unemployed and seeking to return to work i.e., people who are in receipt of Jobseeker's Benefit (JB), Jobseekers Allowance (JA); people who are signing for credits

- Qualified Adults (Adult dependants of those in receipt of social welfare payment)
- People with Disabilities (PWD) i.e. in receipt of Disability Allowance, Blind Pension, Partial Capacity Benefit, or other disability benefit
- Ex-prisoners or people with a criminal conviction and in contact with the Probation Service
- Migrants
- Refugees
- Asylum Seekers
- Irish Travellers
- Roma
- People coming from a labour activation scheme i.e. Community Employment, TUS, or RSS placements
- One Parent Families (people who parent alone without sufficient resources and are in receipt of social welfare payments)



- People who are deserted, separated, divorced or widowed (People in receipt of Widow/er's non-contributory pension, surviving Civil Partner's non-contributory pension, or deserted Wives allowance/benefit)
- Carers (people in receipt of Carers Allowance/Benefit who want to return to the workforce)
- People who are homeless
- Stabilised and recovering drug misusers
- Ukrainians- displaced by the war

For a full list of eligibility please go <https://www.pobal.ie/app/uploads/2018/06/CSP-Interim-Manual-January-2023-2.pdf>

The 19.5 hours will be worked over 4 days in compliance with the community services programme. Hours are flexible and will include evening and weekend work.

**For further information and to request job description please contact: Majella Mc Govern, Coordinator - Email: [majella@mohillfsc.info](mailto:majella@mohillfsc.info) Tel: 071 9631253**

Closing date and time for receipt of applications is 5pm on the 24<sup>th</sup> of September 2023

Interviews will take place the week beginning: 25<sup>th</sup> September 2023

Application is by Curriculum Vitae with Covering Letter to:

The Coordinator, Mohill Family Support Centre CLG, Canon Donohoe Hall, Mohill, Co. Leitrim, N41 Y2F5. Marked Confidential.

Mohill Family Support Centre is an equal opportunities employer.  
This post is funded through the Community Services Programme, Pobal.