Activity Group Coordinator / Assistant Coordinator

15 - 37.5 hours/week

CASS Care Ltd is a multi-disciplined community services provider, with "CASS", as our brand name, which is commonly known in the community. We are active in the provision of a comprehensive range of social welfare services, catering the needs from cradle to seniors, including residential aged care, home ageing, settlement and health, vocational and disability services, child care and many more community-based services.

Position Summary:
This position is responsible for the day to day operation of the activity groups / aged wellness centres run by the organisation in accordance with all government requirements, service standards, aims and objectives of the groups, as well as policies and procedures of the organisation.

Main Duties and Responsibilities:
Supervising volunteers to run the day to day activities of the activity groups / aged wellness centres, and provide support to the aged clients at the groups, which include

- Working closely with volunteers in all aspects in the operation of the activity groups;
- Recruitment, provision of ongoing training and supervision to volunteers;
- Preparation of client records, reports if necessary;
- Facilitation and referral of clients to access information, community and support services;
- Communication with different stakeholders in service delivery;
- Promotion of the services, including writing promotion articles and attend to information booths.

Selection Criteria

Essential	**Desirable**
• Being proactive, hands-on, caring and has enormous initiatives; • Good command of spoken and written English, and Korean; • Good communication, interpersonal, time management, and organisational skills; • Ability to pay attention to details; • Computer literate; • Ability to work as a team and independently; • Valid police check certificate or is able to obtain the certificate prior to employment; and • Valid driver's license and own vehicle.	• Tertiary qualification and/or experience in relevant field; and • Relevant knowledge and experience in aged care services.

Salary and employment conditions for the above position is as per Enterprise Agreement. Salary packaging is available. Discount child care fees are available for CASS's long day care, before and after school, and vacation care services.

How to Apply:
Applications in writing providing detailed resume, responses to the above requirements are to be forwarded to: Ms. Vickie Xu, Acting Executive Officer/Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to hr@cass.org.au. Application will close at 5:00pm, 24 August 2020.

For enquiries on the position, please call Ms. Pauline Kim, Executive Officer/Multicultural Home Ageing Services on 0410 340 741.

Only shortlisted applicants for interview will be notified.