



Administrative Assistant

22.5 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:

The position is responsible for providing support to the Administration/Rostering Team to manage the support workers in the Home Ageing Services (HAS) unit, as well as general administration support to the HAS unit.

Main Duties and Responsibilities:

- Assisting the Administration/Rostering Team to ensure that the day to day work arrangements of support workers are smooth and organised, and that direct services provided by support workers comply with quality requirements.
- Using other tools such as Excel, Word to manage the data / information relating to service delivery and the management of support workers.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none">• Good command of spoken and written English;• Able to speak Cantonese and Mandarin fluently;• Good communication, interpersonal, time management, and organisational skills;• Ability to pay attention to details;• Computer literacy, including word-processing, spreadsheet, Chinese typing and internet;• Ability to work as a team and independently;• Possess valid police check certificate or is able to obtain the certificates prior to employment;	<ul style="list-style-type: none">• Tertiary qualification and/ or certificate or diploma in office work or accounting• Experience in Rostering, Telstra Health information management system, or other information management systems.

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 before 5:00pm, 05 March 2021 to: Ms. Vickie Xu, Executive Support Officer /Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to hr@cass.org.au.

For enquiries on the position, please call Ms Sherling Lo on 0428 564 056.

Only shortlisted applicants for interview will be notified.