



Disability Services Operations Coordinator / Assistant Coordinator

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.

CASS Care is a registered National Disability Insurance Scheme (NDIS) service provider and we are seeking for an enthusiastic and highly skilled person to fill the above position in our Disability Services Team.

Position Summary:

The position is responsible for the day to day operations and management of our Individual Supports Service under the NDIS environment, to ensure the support services are arranged and delivered in accordance to the relevant standards as set out by the NDIS Quality and Safeguards Commission, as well as the policies and procedures of CASS Care Ltd.

Main Duties and Responsibilities:

- To develop a positive working relationship with customers, their families and stakeholders;
- Intaking referrals from various channels, including the National Disability Insurance Agency (NDIA);
- Preparation of schedule of supports, service agreement and the development of person-centered individual plans to assist customers to achieve their goals as outlined in their NDIS plan;
- Provide quality service coordination, rostering/supervising of support staff to deliver in-home support to customers, and ensure that customers have informed choice and control towards the services they are receiving;
- Create service booking and claiming through the NDIS provider portal;
- Carry out administrative duties as required;
- Comply with NDIS Code of Conduct; and
- Comply with WHS Regulations and Guidelines.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none"> • Good command of spoken and written English; • Fluency in spoken and written Korean; • Tertiary qualifications in Nursing, Social Science, Education, Leisure and Recreation, Welfare, Disability or related disciplines; • Relevant knowledge on NDIS; • Excellent communication, interpersonal, time management and organisational skills; • Computer literate; • Ability to work as a team and independently; • Possess valid police check certificate; • Willing to undergo NDIS Worker Screening Check prior to employment; and • Possess valid Driver’s Licence and own a fully insured vehicle. 	<ul style="list-style-type: none"> • Experience working in disability services; • Experience in coordinating in-home support; • Willing to travel across different Sydney metropolitan area to meet prospective customers.

Salary and employment conditions for the above position is as per Enterprise Agreement. Salary packaging available. Discount child care is available at long day care, before and after school care and vacation care services operated by our organisation.

How to Apply:

Applications in writing providing detailed resume, responses to the above requirements are to be forwarded before **5:00pm, 5 April 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. Jess Lai on (02) 9703 6298.

Only shortlisted applicants for interview will be notified.