



Services Development Officer

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 and home ageing, disability, settlement and health, vocation and training services, child care and many more community-based services.

We are seeking a passionate, enthusiastic and highly skilled person with desire to serve the community to fill the above new position in our Strategic Miscellaneous Services Directorate.

Position Summary:

The appointee of this position is responsible for driving the development, growth and provision of needy social welfare Services by CASS to the local Vietnamese Community, including the fostering of strong relationships with key sector stakeholders.

Main Duties and Responsibilities:

- Explore and identify community development opportunities addressing current and future needs of the local Vietnamese community;
- Promote awareness in the local Vietnamese community on the social welfare services and support provided by CASS;
- Plan and organise engaging activities for the local Vietnamese community;
- Participate in internal and external Vietnamese community related events whilst networking to build and maintain relationship with multiple stakeholders.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none">• University degree from an institution recognized in Australia;• At least 5 years working experience in Community Affairs or related fields;• Excellent command in spoken and written English, Vietnamese and Chinese;• Demonstrable passion and enthusiasm in serving the community;• Good networking and relationship building skills;• Demonstrable project and time management as well as supervisory skills;• Experience and knowledge in promotion and marketing, including giving presentation to relevant stakeholders/clients;• Experienced in managing competing priorities and achieving performance objectives;• Skilled in Microsoft Office, e.g. Word, Excel, PowerPoint;• Possess valid Australian driver's license with own vehicle.	<ul style="list-style-type: none">• Experience working in a not-for-profit organisation.

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 31 May 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 about the position, please contact Ms. Joyce Wang, Senior Executive Officer, on (02) 9789 4587 Ext 1108.

Only shortlisted applicants for interview will be notified.