



Home Ageing Services 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 training, disability services, child care and many more community-based services.

Position Summary:

The position is responsible for the day to day operation of our Home Ageing Services (HAS) in accordance with all government requirements, service standards, policies and procedures of the organisation, and coordination of consumers’ care needs.

Main Duties and Responsibilities:

Promoting the Home Ageing Services of the organisation, assisting the seniors to gain access to home aged care services, arranging support to aged clients with Chinese speaking background at home under the Home Care Packages (HCP) Program. This includes,

- Receive and review referrals, including screening the eligibility of prospective customers to receive service.
- Provide assistance, including case management to support people with high care need to apply for Home Care Packages. The assistance may include telephone calls, home visits, and ongoing support and monitoring.
- Be willing to travel and visit customers as a part of the role.
- Provide assistance in promotion events, such as information sessions, webinars, writing of publicity articles, assisting in taking video clips.
- Develop and maintain relationship with stakeholders such as medical professionals, ACAT to promote services.
- Assist to produce promotion materials, such as leaflets, brochures and website for promotional purposes.
- Distribute promotion materials to shops, libraries, medical centres.
- Preparation of assessment, care plans, statements to clients, service reports, communication with My Aged Care, as well as support workers, networking and service promotion.
- Provision of general administrative support to the HAS Unit, including support to other team members, team leaders and other supervisors, assisting in daily operations.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none"> • Good command of spoken and written English; • Must be able to speak Cantonese and Mandarin fluently; • Good communication, interpersonal, time management, and organisational skills; • Ability to pay attention to details; • Computer literate; • Competent in computer use and data collection; • Ability to work as a team and independently; • Current First Aid Certificate; • Valid police check certificate or is able to obtain the certificates prior to employment; • Valid driver’s license and own vehicle. 	<ul style="list-style-type: none"> • Tertiary qualification and/or experience in relevant field; • Relevant knowledge and experience in aged care services; • Ability to speak other languages; • Experience and knowledge in preparing articles to websites (e.g., WeChat, Weibo, Facebook, WhatsApp, etc.); • Experience in promotion or marketing.

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, 21 September 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 recruitment@cass.org.au.

For enquiries on the position, please call Ms Wendy Mo, Team Leader/Home Care Packages on 0409 788 600.

Only shortlisted applicants for interview will be notified.