



Day Care Group Coordinator/Assistant Coordinator 30 - 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:

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. To coordinate volunteers and maintain positive relationship with aged care providers and recipients of Community Visitors Scheme.

Main Duties and Responsibilities:

Delivering day programs under Commonwealth Home Support Program (CHSP) and supervising volunteers to run the day-to-day activities of the activity groups / aged wellness centres / Community Visitors Scheme, and provide support to the aged clients at the groups, which include:

- Supervising and working closely with volunteers in all aspects in the operation of the activity groups / Community Visitors Scheme;
- 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 of promotion articles, attending to information booths;
- Coordinate and match volunteers for the visits of Community Visitors Scheme;
- Coordinate and maintain positive relationship with aged care providers and recipients of Community Visitors Scheme.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none"> • Being proactive, hands-on, caring and has enormous initiatives; • Good command of spoken and written English, Cantonese and Mandarin; • Good communication, interpersonal, time management, and organisational skills; • Strong understanding on the needs of people from culturally and linguistically diverse background; • Ability to pay attention to details; • Computer literate; • Ability to work as a team and independently; • Current First Aid Certificate; • Valid police check certificate or is able to obtain the certificate prior to employment; and • Possess valid driver’s license and own vehicle. 	<ul style="list-style-type: none"> • 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 before **9:00am, 5 January 2022** to: Ms. Joyce Wang, Senior Executive 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 Winnie Huang, Executive Support Officer on 0439 267 345.

Only shortlisted applicants for interview will be notified.