



Multicultural Home Ageing Services Care 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 providing management and leadership to Home Care Services and the day-to-day operation of our Home Ageing Services (HAS) Unit in accordance with all Government requirements, service standards, and policies and procedures of the organisation.

Main Duties and Responsibilities:

Planning, facilitating and smooth operation of all Home Care Program. Directing, supervising and monitoring the work of Commonwealth Home Support Program (CHSP) and Home Care Packages (HCP) and the continuous improvement to the services. Arranging support to aged clients with Indonesian speaking background at home under CHSP and HCP Program. This includes:

- 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 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 and write Indonesian fluently;• Good communication, interpersonal, time management, and organisational skills;• Tertiary qualification and/or experience in relevant field;• 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;• Possess valid driver's license and own vehicle;• Covid Vaccination Booster certificate.	<ul style="list-style-type: none">• 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 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. Applications close at **10:00am, 23 January 2023**.

For enquiries on the position, please call Ms. Pauline Kim, Senior Executive Officer/Multicultural Home Ageing Services on 0410 340 741.

Only shortlisted applicants for interview will be notified.