



Community Services Worker (Vietnamese speaking)

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. We are seeking an enthusiastic person with relevant skills to fill the above position.

Position Summary:

This position is responsible for assisting Vietnamese community in accessing and understanding social welfare systems, services and information as well as developing community services needed by the community.

Main Duties and Responsibilities:

- Undertake and develop community projects to cater the community needs, including providing navigational support to people of Vietnamese background and their community to access the social welfare systems and other support services;
- Plan, organise, coordinate and carry out activities such as information sessions, community events and programs;
- Arrange and develop appropriate language resources to enable people in the respective community to understand and access the services available;
- Recruit, train and manage volunteers to assist in the delivery of community services and activities;
- Collect data and information to enable evaluation of feedback about community services delivered and also needs on various social and welfare services not yet available;
- Arrange promotion of projects, services and events being provided or undertaken by CASS on all accessible media including social media platforms.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none">• Tertiary qualification recognised in Australia and relevant experience;• Good command of spoken and written English;• Must be able to speak and write Vietnamese fluently;• Good communication, interpersonal, time management, supervisory and organisational skills;• Ability to pay attention to and explain details;• Experience in undertaking funded projects and meeting schedule to deliver project targets;• Computer literate;• Ability to work as a team and independently;• Demonstrable skills in publishing and promoting on social media platforms including Facebook;• Current First Aid Certificate;• Valid police check certificate or is able to obtain the certificate prior to employment.	<ul style="list-style-type: none">• Experience in coordinating and providing community services;• 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. Discounted 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 **5:00pm, 6 February 2023**.

For enquiries on the position, please contact Ms. Sarah Chang, Senior Executive Officer/Multicultural Community Services Development on 0411 572 267.

Only shortlisted applicants for interview will be notified.