



Assistant Administrative 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.

CASS Care is a registered National Disability Insurance Scheme (NDIS) service provider, and we are seeking an enthusiastic and highly skilled person to fill the above position in our Disability Services (DS) Unit.

Position Summary:

This position is responsible for providing support to our DS Unit, assisting in daily office operations, handling invoices, and the Unit’s general administrative activities. The ability to multitask, while maintaining complex schedules and managing administrative support, is essential in this position. The ideal candidate for this job is resourceful, organised and a good problem solver.

Main Duties and Responsibilities:

Providing administrative support to the DS Unit’s daily office operations, including:

- Assist in the preparation of participants’ NDIS purchases, claims and invoices;
- Assist in the preparation and submission of timesheet, and the management of staff information;
- Assist in maintaining up to date participants documentation namely care plans, service agreements, home risk assessments, and other correspondences;
- Assist with promotional tasks, attending to information stalls, communication with prospective clients and stakeholders, and general assistance to prospective clients in accessing services;
- Comply with NDIS Code of Conduct; and
- Comply with WHS Regulations and Guidelines.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none">• Good command of spoken and written English;• Good communication, interpersonal, time management, and organisational skills;• Ability to pay attention to details;• Computer-literate, including the use of Microsoft Office programs e.g. Word, Excel;• Ability to work as a team and independently;• Possesses valid police check certificate or can obtain the certificate prior to employment;• Willing to undergo NDIS Worker Screening Check prior to employment.	<ul style="list-style-type: none">• Tertiary qualification and/or Certificate or diploma in office work, accounting or bookkeeping;• Relevant knowledge and experience in disability services (NDIS), plan management, or the claiming process via NDIS provider portal;• Able to speak Chinese or Korean fluently.

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 **5:00pm, 17 February 2023**.

For enquiries on the position, please call Ms. Lila Yin, Executive Support Officer on 0456 913 409 or via email to lila_yin@cass.org.au.

Only shortlisted applicants for interview will be notified.