



## Community Services 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, disability, settlement and health, employment and training, child care and many more community-based services.

#### Position Summary:

This position is responsible for coordinating Projects, assisting Chinese community in accessing and understanding aged care systems, services and information as well as developing community services needed by the community.

#### Main Duties and Responsibilities:

- Coordinate and provide general consultation and casework for projects;
- Undertake and develop community projects to cater the community needs, such as providing navigational support to older people of Chinese-speaking background and their community to access the aged care system and other support services;
- Arrange and provide culturally appropriate, tailored information about accessing aged care and other community services in one-on-one and group settings;
- Arrange and develop appropriate language resources to enable people in the respective community to understand and access the services available;
- Collect data and information to enable evaluation of community needs on various social and welfare services not yet available or feedback on services delivered;
- Plan, organise, coordinate and carry out activities such as information sessions, community events and programs, co-design workshops with the community, Town Hall sessions, and take an active part in Navigator Network activities;
- Arrange the promotion of projects, services and events being provided or undertaken by CASS on all accessible media.

#### Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none"> <li>• Tertiary qualification recognised in Australia and experience in relevant field, fresh graduate is welcome;</li> <li>• Good command of spoken and written English;</li> <li>• Must be able to speak and write Chinese (Mandarin and Cantonese) fluently;</li> <li>• Good communication, interpersonal, time management and organisational skills;</li> <li>• Ability to pay attention to and explain details;</li> <li>• Computer literate;</li> <li>• Ability to work as a team and independently;</li> <li>• Demonstrable skills in publishing and promoting on social media platforms;</li> <li>• Current First Aid Certificate;</li> <li>• Valid police check certificate or is able to obtain the certificate prior to employment;</li> <li>• Possess valid driver’s license and own vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant knowledge and experience in social work/aged care services;</li> <li>• Experience in coordinating and providing services in community organisations;</li> <li>• Experience in managing social media accounts including Facebook;</li> <li>• Experience in supervising volunteers;</li> <li>• Experience in undertaking funded projects and meeting schedules to deliver project targets.</li> </ul>

Salary and employment conditions for the above position are as per Enterprise Agreement. Salary packaging is available. Discount child care is available at CASS operated long day care, before and after school care, and vacation care.

**How to Apply:**

Applications in writing providing detailed resume, responses to the above requirements are to be forwarded before **5:00pm, 31 October 2024** to: Ms. Vickie Xu, Executive Officer/Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to [recruitment@cass.org.au](mailto:recruitment@cass.org.au).

For enquiries on the position, please call Ms. Peony Chik, Executive Officer/Community Social Support Services on 0419 256 748.

Only shortlisted applicants for interview will be notified.