



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

### Position Summary:

The position is responsible for the day-to-day operation of our Home Ageing Services (HAS) unit in accordance with all government requirements, service standards, policies and procedures of the organisation and coordination of consumers’ care needs.

### Main Duties and Responsibilities:

Arranging support to aged clients with Chinese speaking background at home under the Home Care Packages (HCP) Program, Commonwealth Home Support Program (CHSP) and/or Short-Term Restorative Care (STRC). This includes:

- Preparation of assessment, care plans, statements to clients, service reports, claims, 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 other team members, team leaders and other supervisors, assisting in daily operations.

### Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none"><li>• Good command of spoken and written English;</li><li>• Must be able to speak Mandarin and Cantonese fluently;</li><li>• Good communication, interpersonal, time management and organisational skills;</li><li>• Ability to pay attention to details;</li><li>• Computer literate;</li><li>• Ability to work as a team and independently;</li><li>• Current First Aid Certificate;</li><li>• Valid Police Check Certificate or is able to obtain the certificates prior to employment; and</li><li>• Valid driver licence and own vehicle.</li></ul>	<ul style="list-style-type: none"><li>• Tertiary qualification and/or experience in relevant field;</li><li>• Relevant knowledge and experience in aged care services; and</li><li>• Ability to speak other languages.</li></ul>

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 **5:00pm, 28 February 2025** 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. Wendy Mo, Executive Support Officer/ HAS on 0409 788 600.

Only shortlisted applicants for interview will be notified.

