



Multicultural Home Ageing Services Care Coordinator (Indonesian 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, disability, settlement and health, employment and training, child care and many more community-based services.

Position Summary:

This position is responsible for the day-to-day operations of our Home Ageing Services (HAS) in accordance with all Government requirements, service standards and policies and procedures of the organisation.

Main Duties and Responsibilities:

Arranging support to aged clients at home under the Commonwealth Home Support Program (CHSP) and Home Care Packages (HCP) Program. This includes the preparation of assessments, care plans, statements to clients, service reports, networking, service promotion and communication with My Aged Care, clients and support workers.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none">• Tertiary qualification and/or experience in relevant field;• Good command of spoken and written English;• Must be able to speak and write Indonesian fluently;• Good communication, interpersonal, time management and organisational skills;• Ability to pay attention to details;• Computer literate;• Ability to work as a team and independently;• Current First Aid Certificate;• Valid National Police Certificate or is able to obtain the certificate prior to employment; and• Possess valid driver licence and own vehicle.	<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 before 10:00am, 14 March 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.

For enquiries on the position, please call Ms. Franslin Marwati, Executive Support Officer/Multicultural Home Ageing Services on 0434 534 260.

Only shortlisted applicants for interview will be notified.

