



Disability Services Team Leader/ Centre-based Day Program (12-month Maternity Cover) 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.

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 Day Program Team. Our Day Program offers individuals a space for personal growth, skill development, and community engagement. We are currently seeking a passionate and experienced Day Program Team Leader to join our dynamic team and help lead and inspire our day program services.

Position Summary:

The position is responsible for overseeing day-to-day operations and management of Centre-based Day Program service under the NDIS environment, managing a team of dedicated support workers, and ensuring the highest standards of care and support are provided to participants in accordance with the relevant standards as set out by the NDIS Quality and Safeguards Commission, as well as the policies and procedures of CASS Care Ltd.

This position is a 12-month maternity cover, with the potential for extension into a permanent role.

Main Duties and Responsibilities:

- Provide leadership and guidance to Day Program services daily operation;
- Lead and manage a team of support workers, providing guidance, supervision, and training to ensure high-quality service delivery;
- Develop, implement, and review individual and group programs in line with NDIS goals and participant needs.
- Develop a positive working relationship with NDIS participants, their families and key stakeholders;
- Intake referrals from various channels, including the National Disability Insurance Agency (NDIA);
- Provide responsive, person-centred Day Program service, ensure people with disability exercise choice and control when receiving supports and services;
- Monitor and review participant progress, ensuring that all activities meet NDIS standards and guidelines;
- Maintain accurate records and documentation as required by NDIS policies and procedures;
- Participate in team meetings, training, and continuous professional development;
- Assist with recruitment, induction, orientation and promotion of Day Program if required;
- Comply with NDIS Code of Conduct; and
- Comply with WHS Regulations and Guidelines.



Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none"> • Previous experience in a leadership or supervisory role within an NDIS setting or similar service delivery environment; • Proven ability to lead a team, manage workloads, and ensure high levels of team performance; • experience in the disability services or community services sectors; • Tertiary qualifications in Social Work, Psychology, Community Services, Welfare, Disability or relevant fields; • Extensive knowledge and sound understanding of NDIS, relevant legislation and disability-related services; • Good command of spoken and written English; • Excellent communication, interpersonal, time management, and organisational skills; • Ability to pay attention to details; • Computer literate; • Current First Aid Certificate; • Valid National Police Certificate, Working with Children Check and NDIS Worker Check or is able to obtain the certificate prior to employment; and • Possess valid driver licence and own vehicle. 	<ul style="list-style-type: none"> • Able to speak one or more community languages; and • Willing to travel across different Sydney metropolitan areas.

Salary and employment conditions for the above position are as per Enterprise Agreement. Salary packaging is available. Discount childcare 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 **5:00 pm, 2 May 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. Lila Yin, Senior Executive Officer/Services & Projects on 0456 913 409 or via email to lila_yin@cass.org.au

Only shortlisted applicants for interview will be notified.

