

Day Program Coordinator/Assistant 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.

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 Unit.

Position Summary:

The position is responsible for supporting the day-to-day operations and management of Centre-based Day Program services, to assist individuals with a disability to access support, and implementing NDIS plan 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.

Main Duties and Responsibilities:

- Support the daily operations of Day Program services and ensure compliance with NDIS practice standards, legislation and organisational requirements;
- Develop a positive working relationship with customers, their families and stakeholders;
- Handle enquiries and intake referrals from various channels;
- Provide responsive, person-centred service and ensure people with disability exercise choice and control when receiving support and services;
- Support and assist individuals in accessing Day Program services;
- Carry out administrative and promotional duties as required;
- Report and manage incidents or compliance risks promptly;
- 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; • Tertiary qualifications in Social Work, Education, Leisure and Recreation, Welfare, Community Services, Case Management, Disability or related disciplines; • Relevant knowledge and sound understanding of relevant legislation on NDIS; • Excellent interpersonal communication, time management and organisational skills; • Computer literate; • Ability to work as a team and independently; • Holding a valid National Police Certificate and First Aid certificate; • Willing to undergo NDIS Worker Check prior to employment; and • Holding valid driver licence and own a fully insured vehicle. 	<ul style="list-style-type: none"> • Experience working in NDIS group work and facilitation setting; and • Willing to travel across different Sydney metropolitan areas to meet prospective customers.





Salary and employment conditions for the above position are as per Enterprise Agreement. Salary packaging is available. Discounted 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 **5:00pm, 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 & Programs Support on 0456 913 409 or via email to lila_yin@cass.org.au.

Only shortlisted applicants for interview will be notified.

