

## Home Ageing Services Rostering 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 providing support to the Supervisor to manage the support workers in the Home Ageing Services (HAS) Unit, as well as general administrative support to the HAS Unit.

### Main Duties and Responsibilities:

- Roster scheduling for Support Workers;
- Support worker supervision;
- Assisting the Supervisor to ensure that the day to day work arrangement of support workers is smooth and organised, and that direct services provided by support workers comply with quality requirements.

### Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none"> <li>• Tertiary qualification and/ or experience in relevant fields;</li> <li>• Good command of spoken and written English;</li> <li>• Must be able to speak Cantonese and Mandarin fluently;</li> <li>• Good communication, interpersonal, time management, and organisational skills;</li> <li>• Ability to pay attention to details;</li> <li>• Computer literacy, including word-processing, spreadsheet, and internet;</li> <li>• Ability to work as a team and independently;</li> <li>• Current First Aid Certificate or is able to obtain the certificates prior to employment;</li> <li>• Valid National Police Certificate or is able to obtain the certificates prior to employment;</li> <li>• Valid driver's licence and access to vehicle covered by comprehensive car insurance; and</li> <li>• Having the right to work in aged care.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in rostering preferable but not essential; and</li> <li>• Experience in the use of AlayaCare or other information management systems.</li> </ul>

Salary and employment conditions for the above position is 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 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). Applications will close at **5:00pm, 4 July 2025**.

For enquiries on the position, please call Ms. Sherling Lo, Executive Support Officer/Rostering & Support Worker Management on 02 9789 4587 Ext. 2121 or on 0428 564 056.

Only shortlisted applicants for interview will be notified.

