



NDIS Operations Coordinator/Assistant Coordinator (Cantonese 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.

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 the day-to-day coordination, operations and management of Disability Services under the NDIS environment. The supported services are arranged and delivered 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:

- Develop positive working relationships with NDIS participants, their families and stakeholders;
- Intake referrals from various channels, including the National Disability Insurance Agency (NDIA);
- Provide responsive, person-centred service, ensuring people with disability exercise choice and control when receiving in-home and community participation activities, supports and services;
- Responsible for the daily operations of CASS Disability Services;
- Responsible for service management of NDIS participants, staff management, budget management, incident reporting, rostering and associated administrative duties;
- Support and assist residents to implement their NDIS plan and liaison to other disability services;
- 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;• Able to speak Cantonese fluently;• Relevant knowledge and sound understanding of relevant legislation on NDIS, and other community services;• Excellent communication, interpersonal, time management and organisational skills;• Computer literate;• Demonstrated experience in team leadership and management of staff;• Holding a valid National Police Certificate and First Aid certificate;• Willing to undergo NDIS Worker Screening Check prior to employment; and• Holding a valid Driver Licence and own a fully insured vehicle.	<ul style="list-style-type: none">• Tertiary qualifications in Social Work, Community Services, Education, Leisure and Recreation, Welfare, Disability or related disciplines;• Relevant knowledge and experience in Support Coordination or disability services (NDIS); and• Previous experience in working with people with disability.





Salary and employment conditions for the above position is as per Enterprise Agreement. Salary packaging is available. Discounted 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 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. Applications close at **5:00pm, 25 July 2025**.

For enquiries on the position, please call Ms. Eva Liu, Executive Support Officer on 0424 346 488 or via email to eva_liu@cass.org.au.

Only shortlisted applicants for interview will be notified.

