



Home Ageing Services Care Coordinator/Rostering

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, settlement and health, vocational and training, disability services, 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">• Good command of spoken and written English;• Must be able to speak Cantonese or Mandarin fluently;• Good communication, interpersonal, time management, and organisational skills;• Ability to pay attention to details;• Computer literacy, including word-processing, spreadsheet, and internet;• Ability to work as a team and independently;• Current National Police Check;• Valid driver's license and own vehicle;• Having at least two doses of COVID-19 Vaccination.	<ul style="list-style-type: none">• Tertiary qualification and/ or experience in relevant field;• Experience in rostering preferable but not essential and Telstra Health information management system or other information management systems.

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 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 will close at **5:00pm, 15 Nov 2023**.

For enquiries on the position, please call Ms. Sherling Lo, Team Leader/Rostering on 02 9789 4587 Ext. 2121 or on 0428 564 056.

Only shortlisted applicants for interview will be notified.