



Settlement Worker (Vietnamese Speaking)

22.5 hours/week

Fixed term from August 2024 to June 2027

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. We are seeking an enthusiastic person with relevant skills to fill the above position.

Position Summary:

This is a part-time position, working three days per week from August 2024 to June 2027. The role is mainly responsible for providing settlement-related information, advice, advocacy, and referral services to Vietnamese community members in need.

Main Duties and Responsibilities:

- Provide settlement-related information, advice, advocacy, or referral services to individuals or their families due to issues arising from their settlement experience;
- Arrange and provide culturally and linguistically sensitive orientation/life skills information sessions or workshops to clients;
- Record client data and service delivery information from all recipients of services, including the requirements of the Department of Social Services;
- Undertake promotion activities for CASS and raise awareness of its social welfare and community services, including settlement and health services; and
- Recruit, train, and manage volunteers to assist in the delivery of settlement services and activities to the community.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none"> • Tertiary qualification recognised in Australia and relevant experience; • Understanding of settlement issues and knowledge of government and community services and networks; • Strong communication, interpersonal, time management, and organizational skills; • Excellent command of spoken and written English and fluency in Vietnamese; • Proficient in using computers; • Ability to attention to detail; • Ability to work both independently and as part of a team; • Valid driver's license; and • Valid police check certificate or ability to obtain one prior to employment. 	<ul style="list-style-type: none"> • Relevant knowledge and experience in the community services sector; and • Experience in working with Vietnamese speaking migrants.

Salary and employment conditions for the above position is 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 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, 29 July 2024**.

For enquiries on the position, please contact Ms. Sarah Chang, Senior Executive Officer/Multicultural Community Services Development on 0411 572 267.

Only shortlisted applicants for interview will be notified.