

Home Ageing Services Care 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 the day-to-day operation of our Home Ageing Services (HAS) unit in accordance with all government requirements, service standards, policies and procedures of the organisation and coordination of consumers' care needs.

Main Duties and Responsibilities:

Arranging support for aged clients with Chinese speaking background at home under the Support at Home Program and/or the Commonwealth Home Support Program (CHSP). This includes:

- Prepare assessments, care plans, statements to clients, service reports, and claims;
- Communicate with My Aged Care and support workers, engage in networking and service promotion;
- Assist in daily operations and provide general administrative support to the HAS unit, including support to other team members, team leaders, and other supervisors;
- Embed the Statement of Rights, dignity of risk, and Aged Care Quality Standards in all care services;
- Confirm eligibility, deliver Support Plan Review processes, and maintain accurate records;
- Monitor budgets, Assistive Technology – Home Modifications pathways, and ensure compliance with rules and claiming;
- Promote wellness and reablement approaches, empower customers to make informed decisions and maintain independence.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none"> • Good command of spoken and written English; • Must be able to speak Mandarin and Cantonese fluently; • Good communication, interpersonal, time management and organisational skills; • Ability to pay attention to details and work as a team; • Computer literate; • Ability to work as a team and independently; • Current First Aid Certificate or is able to obtain the certificates prior to employment; • Valid National Police Certificate or is able to obtain the certificates prior to employment; and • Valid driver's licence and access to vehicle covered by comprehensive car insurance. 	<ul style="list-style-type: none"> • Relevant qualifications (Certificate IV or Diploma in Community Services or Aged Care preferred); • Relevant knowledge and experience in aged care services and Aged Care Quality Standards; • Previous experience in aged care case management (Home Care Packages/CHSP); • Ability to speak other languages.

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 before **5:00pm, 13 February 2026** 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 Mr. Vincent Li, Team Leader/Home Ageing Services on 0481 971 781.

Only shortlisted applicants for interview will be notified.

