

## Settlement Worker

### Fixed term, minimum 22.5 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:**

This is a minimum 3 days per week position from March 2026 to March 2027.

#### **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;
- Develop positive working relationship with clients, their families and relevant stakeholders;
- Arrange and provide culturally and linguistically sensitive orientation/life skills information sessions or workshops to clients;
- Undertake promotion activities for CASS and in particular, to increase awareness of settlement services;
- Record client data and service delivery information from all recipients of services in accordance with the requirements of Department of Home Affairs;
- Other clerical duties as required.

#### **Selection Criteria:**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Relevant tertiary qualifications, preferably in social work, welfare community services;</li> <li>• Knowledge and understanding of settlement issues;</li> <li>• Knowledge of government and community services and networks;</li> <li>• Good interpersonal, communication and organisational skills;</li> <li>• Computer literacy;</li> <li>• Excellent command in spoken and written English;</li> <li>• Fluency in Mandarin and/or Cantonese;</li> <li>• Valid National Police Certificate or is able to obtain the certificate prior to employment; and</li> <li>• Valid driver's license.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in working with Chinese-speaking migrants.</li> </ul>

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](mailto:recruitment@cass.org.au).

For enquiries on the position, please call Ms. Jane Lu, Senior Executive Officer, on (02) 9789 4587 ext. 2210.

Only shortlisted applicants for interview will be notified.

