



Korean Coordinator/ Assistant Coordinator

22.5 Hours Permanent Part Time Position

CASS Care Ltd is a multi-disciplined community services provider active in the provision of a comprehensive range of social welfare services, catering the needs from cradle to seniors, including disability, home ageing, residential aged care, child care, settlement and health, vocational and many more community-based services. We are now seeking enthusiastic and highly skilled person to fill the above the position in our Home Ageing Services (HAS) Unit.

Positions Summary:

The appointee will work in accordance with all Government requirements, service standards, as well as all policies and procedures, vision, mission, and goals of our organization. **This position** is responsible for assisting coordinators' work including preparing the roster for support workers in the Home Ageing Services.

Main Duties and Responsibilities:

- Prepare the roster of support workers to provide direct service and accommodate the needs of customers of our Home Ageing Services;
- Maintain close and effective communication with support workers and service coordinators.
- Assist Coordinators in preparing statement.
- Promote the home ageing services of our organization.

Selection Criteria:

Essential:	Desirable:
• Tertiary qualification and/or experience in relevant field; • Good command of spoken and written English; • Must be able to speak Korean fluently; • Good communication, interpersonal, time management, and computer skills; • Ability to pay attention to details; • Ability to work as a team and independently; • Possesses valid police check certificate or is able to obtain the certificate prior to employment; • Strong understanding on the needs of people from culturally and linguistically diverse background; • Possesses valid driver's license and own vehicle.	• Ability to speak other languages, such as Chinese or Vietnamese; • Relevant knowledge and experience in aged care services; • Experience in Government funded home aged care programs; • Prior experience in staff rostering and office administration.

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, 19 January 2020 to: Ms. Joyce Wang, Senior Executive Officer/Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to hr@cass.org.au.

For enquiries on the position, please call Ms. Pauline Kim, Executive Support Officer/Home Ageing Services on 0410 340 741.

Only shortlisted applicants for interview will be notified.