



Disability Accommodation Services Officer (SDA/SIL)

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.

CASS Care is a registered National Disability Insurance Scheme (NDIS) service provider. We are looking for an enthusiastic and highly skilled person to fill the above position in our Disability Services Unit.

Position Summary:

The position is responsible for the day-to-day operations and management of Specialist Accommodation Services (SDA) and/or Supported Independent Living (SIL) under the NDIS environment with a view to ensuring the supported services are arranged and delivered in accordance with the relevant standards as set out by the NDIS Quality and Safeguards Commission as well as the policies and procedures of CASS Care Ltd.

Main Duties and Responsibilities:

- Develop a positive working relationship with customers, their families and stakeholders;
- Support and supervise the team to efficiently perform the daily operations of SDA/SIL;
- Handle enquiries and conduct intake assessment;
- Provide responsive, personal centred support coordination service, ensure people with disability exercise choice and control while receiving supports and services;
- Support and assist individual to access NDIS and other disability services;
- Responsible for responding to Request For Service (RFS) from NDIS, creating service booking and making claims through the NDIS provider portal;
- Carry out administrative duties as required;
- Comply with NDIS Code of Conduct; and
- Comply with WHS Regulations and Guidelines.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none">• At least 2 years of relevant experience;• Good command of spoken and written English;• Relevant knowledge and sound understanding of relevant legislation on NDIS, SDA, SIL and other accommodation services;• Excellent communication, interpersonal, time management and organisational skills;• Computer literate;• Ability to work as a team and independently;• Holding valid police check certificate;• Willing to undergo NDIS Worker Screening Check prior to employment;• Holding valid Driver's Licence and own a fully insured vehicle; and• Having at least two doses of COVID-19 Vaccination.	<ul style="list-style-type: none">• Tertiary qualifications in Social work, Education, Leisure and Recreation, Welfare, Disability or related disciplines;• Able to speak a community language;• Willing to travel across different Sydney metropolitan area to meet prospective customers.

Salary and employment conditions for the above position are 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, 31 May 2023** to: Ms. Vickie Xu, Executive Support 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 Ms. Eva Liu, Executive Officer/Disability Services, on 0424 346 488 or via email to eva_liu@cass.org.au.

Only shortlisted applicants for interview will be notified.