



NDIS Operations Coordinator/Assistant Coordinator (Chinese or Korean speaking)

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 and we are seeking for enthusiastic and highly skilled persons to fill the above position in our Disability Services Unit.

Position Summary:

The position is responsible for the day-to-day coordination, operations and management of Disability Services under the NDIS environment. 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 positive working relationships with NDIS participants, their families and stakeholders;
- Intake referrals from various channels, including the National Disability Insurance Agency (NDIA);
- Provide responsive, personal centred service, ensuring people with disability exercises choice and control when receiving supports and services;
- Responsible for the daily operations of CASS Disability Services;
- Responsible for service management of NDIS participants, staff management, budget management, incident reporting, rostering and associated administrative duties;
- Support and assist residents to implement their NDIS plan and liaison to other disability services;
- Comply with NDIS Code of Conduct; and
- Comply with WHS Regulations and Guidelines.

Selection Criteria:

Essential: <ul style="list-style-type: none">• Good command of spoken and written English;• Relevant knowledge and sound understanding of relevant legislation on NDIS, and other community services;• Excellent communication, interpersonal, time management and organisational skills;• Computer literate;• Demonstrated experience in team leadership and management of staff;• Holding valid police check certificate and first aid certificate;• Willing to undergo NDIS Worker Screening Check prior to employment;• Holding valid Driver's Licence and own a fully insured vehicle;• Having at least two doses of COVID-19 Vaccination.	Desirable: <ul style="list-style-type: none">• Tertiary qualifications in Social Work, Education, Leisure and Recreation, Welfare, Disability or related disciplines;• Relevant knowledge and experience in disability services (NDIS);• Previous experience in working with people with disability;• Able to speak Chinese or Korean fluently.
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Salary and employment conditions for the above position is as per Enterprise Agreement. Salary packaging is available. Discounted 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 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. Applications close at **5:00pm, 31 May 2023**.

For enquiries on the position, please call Ms. Lila Yin on 0456 913 409 or via email to lila_yin@cass.org.au.

Only shortlisted applicants for interview will be notified.