



# Chinese Community Social Services Centre Inc.

(ABN 95 428 365 701)

## Job Vacancy

### **Case Manager - Community Aged Care & Disability Services**

- **Full time permanent positions based in Doncaster**
- **Providing case management to Chinese speaking elderly and support coordination to people with disability**

#### **About the opportunity**

CCSSCI has an exciting opportunity for two Case Managers Full-time ongoing position in our Community Aged Care & Disability Services.

This position will be responsible for providing case management to elderly and coordinating services for people with disability using our home care packages and NDIS services. Other responsibilities include monitoring of care services, referrals and case and budget record keeping.

#### **Key Responsibilities**

- Be responsible for a caseload as allocated which includes: Assessments; Development, implementation and reviews of care plans and budgets; Service coordination; and Case Management;
- Make initial case assessment, identify client's goal(s), and develop a care plan, in consultation with the client, his/her primary carer, family and significant others, within an individualised budget;
- Conduct case reviews on a regular basis and monitor the care plans and budgets accordingly;
- Make appropriate interventions based on clients' care needs and preferences, e.g. use of varied or new services due to deterioration in client's health or upon discharge from hospital;
- Match the client with an appropriate Direct Care Worker, if this is a service chosen by the client, as well as formally introduce the Direct Care Worker (e.g. via a home visit) to the client and his/her family;
- Supply timely and accurate financial information of individual clients to the Program Manager for the preparation of clients' monthly statements. The information includes funds available, as well as expenditures of services used and purchases made for the month;
- Undertake service coordination and liaise with the Aged Care Assessment Service, client's GP and other relevant service providers;
- Ensure relevant documentation (e.g. case record, monthly statements and client's database) is updated and accurate.



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## To be successful in this role you will need:

- Well-developed skills in spoken (English, Cantonese & Mandarin) and written (English & Chinese) communication;
- Tertiary qualifications in social work/welfare and community services and/or allied health;
- Experience in community service management preferable;
- Well-developed conceptual and working knowledge of the community aged care sector;
- Able to gain co-operation and assistance from consumers, key stakeholders and employees in the management and development of the service;
- High level analytical, research and report writing skills;
- Demonstrated ability in managing time, setting priorities, planning and organising work to meet competing demands;
- Excellent Computer literacy skills – Intermediate to Advanced;
- Current driver's licence and own car for work use.

Before starting to work with us, you will need to undertake NDIS worker screening check, National police check and international police check (if you have resided overseas for more than 12 months in the last 10 years). All offers of employment are subject to clearance of these Safety Screening process.

## How to Apply

If this sounds like you, apply now with your current Resume and Cover Letter.

For a full position description, please visit [www.ccssci.org.au/join-us/careers](http://www.ccssci.org.au/join-us/careers)

For more information, please email to [jobs@ccssci.org.au](mailto:jobs@ccssci.org.au)

**Applications close on Thursday 23<sup>rd</sup> March 2023.**