



Chinese Community Social Services Centre Inc.

(ABN 95 428 365 701)

Job Vacancy

Intake Worker

- Full time position available in Box Hill location
- Fixed term contract until 30 June 2025

About the opportunity

CCSSCI has an exciting opportunity for a positive and energetic Intake Worker position in our Community Aged Care & Disability Services.

This position will be responsible for providing central intake for the elderly and people with disability, under Government's Commonwealth Home Support Program, Home Care Packages Program, Short Term Restorative Care Program and National Disability Insurance Scheme.

Key Responsibilities

- Respond to enquiries and referrals from My Aged Care and external agencies and compete intake procedures for client/carer in accordance with agreed policy, criteria and guidelines.
- Contribute to the establishment of individual client services so they are delivered in a safe and timely manner.
- Use a Wellness and Reablement approach to develop individual client care plans which identify client and/or carer needs and capacities, hopes and concerns including service recommendations that seek to build on existing strengths and interests to maintain independence.
- Arrange, conduct and document whole-of-system Home Support Care Plan preparation as part of the CHSP programme including the involvement of clients/carers as required.
- Conduct home visits and complete appropriate health and safety inspections and Service Agreement documentation for all proposed services ensure the safety of both staff and clients, while services are being delivered.
- Appropriate documentation is maintained in internal client and data management system as required to meet statutory requirements including statistical data for reporting purposes.
- Focus on finding the service solutions that maintain and strengthen individual clients' capacity and independence so they can continue with their activities of daily living.



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To be successful in this role you will need:

- Fluent in spoken (English, Cantonese & Mandarin) and written (English & Chinese) communication;
- Tertiary qualification in Community services, disability study or other human services fields;
- Well-developed conceptual and working knowledge of the community aged care sector services;
- Demonstrated knowledge and understanding of aged care issue of people from CALD backgrounds.
- Demonstrated ability in managing time, setting priorities, planning and organising work to meet competing demands.
- Ability to undertake assessments.
- High level analytical, research and report writing skills.
- Excellent Computer literacy skills – Intermediate to Advanced;
- Current driver licence and own car for work use (including valid registration and full comprehensive insurance).

Before starting to work with us, you will need to undertake NDIS worker screening check, Working with Children Check, National police check and International police check (if you have resided overseas for more than 12 months in the last 10 years). Offer of employment is subject to clearance of these Safety Screening checks.

How to Apply

Please apply now with your current Resume and Cover Letter.

For a full position description, please visit www.ccssci.org.au/join-us/careers

For more information, please email to jobs@ccssci.org.au

Applications close on Tuesday 18th June 2024.