



**Chinese Community Social Services Centre Inc.**

(ABN 95 428 365 701)

## **Commonwealth Home Support Program Worker**

**The Chinese Community Social Service Centre Inc.** is the largest welfare and aged care services provider for the Chinese-speaking community in the State of Victoria. It is a registered charity with the Australian Charities and Not-for-profits Commission.

The Centre offers a wide range of services, including On Luck Chinese Nursing Home, the largest Chinese-specific aged care facility in Victoria, Home Care Packages, Commonwealth Home Support Program and other community services.

We are looking for suitable candidates to fill the Commonwealth Home Support Program (CHSP) Worker position in our **CHSP**.

The successful candidates will be allocated some or all of the following responsibilities :- ie Social Support Day Centre (SSDC) for the frail elderly Chinese. In addition to the SSDC, the successful candidate will also be allocated some or all of the following duties.

### **Social Support Day Centre**

Social Support Day Centre (formerly known as Planned Activity Groups) are set up for the frail aged and the disabled at day centres in different municipalities. The program provides opportunities for social interactions, physical activities, outings and participation in a range of educational and mentally stimulating activities outside one's home environment. The objectives are to maintain, or improve clients' daily living skills and their social connection to the community, and to enhance their wellbeing and quality of life, with a focus on pathways and activities that embed wellness, independence and reablement when required.

The position holder is responsible for the planning, delivery and evaluation of activity programs of the social Support Day Centres, and also individual client's assessment and goal directed care planning.

### **Access and Support Project**

The aim of the project is to establish a consistent and coordinated approach to support CHSP eligible people with access issues who, due to the diversity of their circumstances, needs assistance to navigate the service system and to receive responsive and appropriated services.

The position holder is responsible for assisting eligible clients to access appropriate services.

### **Volunteer Coordination**

The Centre has more than 200 Chinese-speaking volunteers. Volunteers are involved in a wide range of services from reception and clerical duties to mini-bus driving and teaching interest classes. They are recruited, screened, supervised and supported in the jobs that match up with their abilities and interests. Orientation and training sessions are also provided.

The position holder is responsible for managing and developing the Centre's Volunteer Coordination Program and taking a leading role in relation to volunteer recruitment, orientation, trainings, and job matching.

Applicants should possess well-developed skills in oral (English, Cantonese & Mandarin) and written (English & Chinese) communication. (Details please refer to the Selection Criteria on Job Descriptions)

**Please visit [www.ccsci.org.au/join-us/careers](http://www.ccsci.org.au/join-us/careers)  
for job description and application guidelines OR  
contact (03) 9898 1965 for further information.**

**Applications close at 5pm on Friday 29<sup>th</sup> March 2019.**