

Job Vacancy

Commonwealth Home Support Program (CHSP) Assistant

- **Part-time position working from Monday to Friday 09:00-15:45 (31.25 hours/week) based in Box Hill**
- **Fixed term 1 year contract, possibility to extend**

About the opportunity

CCSSC has an exciting opportunity for a positive and energetic Part-time Commonwealth Home Support Program (CHSP) Assistant position to join our Commonwealth Home Support Program (CHSP). This position will be responsible for providing high-quality services for the elderly care recipients with the aims to enhance their daily living skills and their social connection to the community in the Social Support Day Centres (SSDC).

Key Responsibilities

- Provide a transport service for care recipients for excursions and travelling to and from the activity venues by Centre's minibuses. **You will be required to drive an automatic 12-seater Toyota Hi-Ace Commuter. (Please note that only a normal driver's license is required);**
- Develop and maintain a positive and respectful relationship with the care recipients and address them courteously and appropriately;
- Participate in planning suitable activities and implement plans for SSDC activity;
- Assist in arranging special occasion and event celebrations;
- Practise appropriate food safety knowledge during the SSDC activity sessions and ensure the food safety procedures are followed as required;
- Monitor the level of participation by SSDC participants, note any changes and report these to Commonwealth Home Support Program (CHSP) Worker and / or community services manager;
- Provide support to volunteers who are involved in the SSDC activity;
- Ensure safety and security for care recipients, workers and volunteers;
- Ensure that the facility is left in a clean and orderly state after the completion of the day;
- Clean and maintain equipment and storage areas.

To be successful in this role you will need:

- Well-developed skills in spoken (English, Cantonese & Mandarin) and written (English & Chinese) communication.
- Able to communicate with a broad range of people;
- Must hold Certificate III qualification in Aged Care;
- Well-developed knowledge and skill in safe and competent driving of vehicle;

- Ability in managing time, setting priorities, planning and organising work to meet competing demands;
- Working knowledge of the community aged care sector services is preferable;
- Current Victorian driver's licence.

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

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

Applications close on Friday 19th September 2025.