

Guidelines for Applicants

Board of Directors

Chairperson

Ms. Kim AU

Deputy Chairperson

Dr. John Kwong Tin Wong

Directors

Mr. David Yong, J.P.

Mr. Albert Hau

Mr. Kwok-Lam Leung, J.P.

13 July 2026

Dear Applicant,

Thank you for your interest in the advertised position at On Luck Chinese Nursing Home.

Applicants are invited to submit a current resume, including the contact details of three referees, together with a cover letter addressing how your qualifications and experience enable you to effectively undertake the key responsibilities outlined in the job description.

Application Submission

Applications may be submitted by post, email, or fax as follows:

By Post:

Human Resources Team
On Luck Chinese Nursing Home
PO Box 349, Doncaster East, VIC 3109

By Email:

admin.onluck@ccssci.org.au

By Fax:

(03) 9844 6063

Short-listed applicants will be contacted shortly after the closing date to arrange an interview.

Thank you for responding to our advertisement and for your interest in our service.

Yours faithfully,

Ms Kim Au
Acting Chief Executive Officer
Chinese Community Social Services Centre (CCSSC)