

## **Job Vacancy**

### **Care Partner – Support at Home Program**

- **Full time permanent positions based in Box Hill**
- **Providing care management to Chinese speaking elderly**

#### **About the opportunity**

CCSSC has an exciting opportunity for Care Partner to join our Community Aged Care & Disability Services – Support at Home Program.

This position will be responsible for providing care management to elderly participants using our Support at Home program.

#### **Key Responsibilities**

- Be responsible for a caseload as allocated which includes conducting assessments, developing and implementing holistic care and budget planning, and coordinating with multidisciplinary services.
- Provide comprehensive care management for each participant.
- Conduct case reviews on a regular basis and monitor the care plans and budgets accordingly.
- Collaborate with other teams, families, and external providers to deliver safe, person-centred care and achieve the best possible outcomes.
- Implement proactive interventions and timely referral tailored to each participant's unique care needs, preferences, and evolving health status
- Maintain high-quality documentation, case notes, and incident reports to meet reporting and legislative requirements

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

- Professional fluency in English, Cantonese, and Mandarin
- Minimum requirement of Certificate III or IV in Community Services, Disability, or Ageing Support. Applicants with Bachelor's degree in Social Work, Allied Health, or Nursing are also welcomed to apply
- Previous or current experience in Care Management is highly desirable
- Clear understanding of Support at Home program and recent sector changes, and a strong understanding of the Aged Care Quality Standards

- Highly organised with the ability to plan, delegate, and manage competing priorities
- Strong computer literacy, with demonstrated experience in Microsoft Office and a proven ability to navigate and manage Client Management System
- Current Australian driver's licence and reliable vehicle

### **How to Apply**

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

**Applications close on Friday, 29 May 2026.**