

Position Title: CHSP Worker

Location: Box Hill

Employment Type: Full time, Fixed Term 1-Year Contract

The Chinese Community Social Services Centre (CCSSC) is a leading ethno-specific organisation committed to delivering culturally responsive and high-quality community and residential care services, supporting the Chinese-speaking community across Victoria. From our Box Hill head office, we deliver a range of culturally appropriate programs, including aged care, disability services, migrant settlement, and community support such as Support at Home, CHSP and NDIS.

We are looking for a dedicated CHSP Worker to provide high-quality, culturally appropriate care and support to Chinese-speaking seniors. This role involves delivering services across Social Support Day Centres and the Access and Support Project. The position also includes planning, delivering, and evaluating programs, supporting participants to access appropriate services, and ensuring service delivery outcomes align with CHSP funding requirements.

Key Responsibilities:

- Deliver direct services to care recipients, including planning, implementing, and evaluating structured activity programs for Social Support Day Centres.
- Conduct initial and ongoing assessments of care recipients and develop individualised care plans.
- Provide information, support, and referrals to care recipients and their families.
- Assist care recipients in accessing appropriate services and liaise with other service providers.
- Support coordination and delivery of CHSP-funded programs.
- Promote CHSP services within the Chinese-speaking community and to mainstream service providers.
- Contribute to program development, funding submissions, and continuous improvement initiatives.
- Ensure compliance with CCSSC policies, funding requirements, and quality and risk management standards.
- Complete administrative tasks including data entry, reporting, and attendance at staff meetings.
- Maintain participant safety and wellbeing in accordance with WHS and risk management procedures.
- Transport participants to and from CHSP venues as required.

Requirements:

- Qualifications in Social Work, Welfare, or other human services fields.



- Working knowledge of the Chinese Community Aged Care Sector and CHSP programs.
- Understanding of aged care issues affecting Chinese-speaking seniors.
- Demonstrated ability to assess care needs, plan, organise, and prioritise work.
- Good organisational, administrative, and reporting skills.
- Strong oral and written communication skills in English; fluency in Cantonese and/or Mandarin preferred.
- Current driver licence and access to a reliable motor vehicle with full insurance.
- Current satisfactory police check.
- Demonstrated ability to lead and support CHSP Assistants and volunteers.
- Computer literacy – intermediate to advanced.

Desirable:

- Experience working with volunteers and coordinating community programs.
- Knowledge of dementia-specific care programs.

We offer a competitive salary with salary packaging options to increase your take-home pay.

This position is classified under the Social & Community Services Award. Remuneration will be commensurate with qualifications and experience.

How to Apply:

Please submit your Resume and Cover Letter to hr@ccssc.org.au. For full application guidelines, please visit <https://ccssc.org.au/join-us/careers>.

Applications close: Friday, 1 May 2026

Note: Short-listed applicants may be contacted for interviews before the closing date, and the position may be filled prior to the closing date if a suitable candidate is found.