



Human Resources Management Officer/Coordinator
37.5 hours per week
(7-Month Maternity Relief with Opportunity for Permanent Employment)

CASS Care Ltd is a multi-disciplined community services provider active in the provision of a comprehensive range of social welfare services, catering the needs from cradle to seniors, including child care, residential aged care, home ageing, settlement and health, vocational and disability services and many more community-based services. We are seeking enthusiastic and highly skilled person to fill the above position in our organization.

Position Summary:

This position is to cover maternity leave for a period of 7 months and will be responsible for delivering efficient and effective HR services to our employees.

Main Duties and Responsibilities:

- Coordinate and manage recruitment activities in a timely and efficient manner;
- Manage Worker's Compensation cases and payments in accordance with relevant legislations;
- Liaise with stakeholders to coordinate the management of Work Health and Safety matters;
- Provide advice to employees on interpretation of employment related legislations; and
- Provide administrative support like organisation of staff meetings, coordination of orientation training, etc.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none">• Tertiary qualifications in Human Resources Management or related discipline;• Demonstrated knowledge of Legislation, Awards, Policies and Practices relevant to contemporary human resources, work health and safety and injury management;• Demonstrated experience in a similar role of 1 – 2 years;• Excellent command of spoken and written English;• Proven ability of attention to details and high level of accuracy;• Demonstrated excellent interpersonal skills with the ability to build and maintain strong working relationships with key stakeholders;• Ability to work independently and as a member of a team; and• Current National Police Check.	<ul style="list-style-type: none">• Ability to speak other language, e.g. Mandarin/Cantonese/Korean.

Salary and employment conditions for the above position is as per Enterprise Agreement. Salary packaging is available. Discount child care fees are available for CASS's long day care, before and after school, and vacation care services.

How to Apply:

Applications in writing providing detailed resume, responses to the above requirements are to be forwarded to Ms. Joyce Wang, Senior Executive Officer/Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to hr@cass.org.au. Applications close at **5:00pm, 7 February 2020** or earlier when the position is filled.

For enquiries on the position, please call Ms Joyce Wang on (02) 9789 4587 ext.108.

Only shortlisted applicants for interview will be notified.