

Sengkang General Hospital Job Fair 15 Jun 2019- Job Listing

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
Healthcare Attendant / Assistant, Operating Theatre	<ul style="list-style-type: none"> • Minimum primary school education or ITE Skills Certificates in Health Services (In-patient) or WSQ Certificate in Healthcare Support (Nursing Care) • Must be able to read and understand simple English 	<ul style="list-style-type: none"> • Perform basic duties in the Operating Theatres which include daily cleaning of the patient trolleys and floors. • Responsible for the cleaning of the operating rooms and the used equipment. 	<ul style="list-style-type: none"> • Required to work on Weekends & Public Holidays • 5-day work week • 3 rotating shifts: 7am to 4pm, 1pm to 10pm, 9pm to 7am
Healthcare Attendant, Pharmacy	<ul style="list-style-type: none"> • At least Secondary school education • Prior work experience in a hospital setting will be advantageous • Customer-oriented with good communication and interpersonal skills 	<ul style="list-style-type: none"> • Dispatch pharmaceutical stocks to the Pharmacy sections and other departments as well as provide support to the non-sterile manufacturing packaging and labelling of drugs. • Attend to patients' general enquiries, perform general housekeeping duties and render administrative support to the department. 	<ul style="list-style-type: none"> • 5.5-day work week • Office hours
Healthcare Attendant / Assistant, Radiology (X-ray)	<ul style="list-style-type: none"> • Secondary school education or ITE Skills Certificate in Health Services (In-patient) or WSQ Certificate in Healthcare Support (Nursing Care) • Must be able to write and communicate verbally in simple English 	<ul style="list-style-type: none"> • Receive and prepare patients for their radiographic procedures. • Perform portering and general despatching services. • Ensure hygiene levels are met by maintaining cleanliness in the department. 	<ul style="list-style-type: none"> • Required to work on Weekends & Public Holidays • 5-day work week • 3 rotating shifts: 8am to 5pm, 12pm to 9pm, 9pm to 8am
Healthcare Attendant / Assistant, Inpatient	<ul style="list-style-type: none"> • Minimum primary school education or ITE Skills Certificates in Health Services (In-patient) or WSQ Certificate in Healthcare Support (Nursing Care) • Must be able to read and understand simple English 	<ul style="list-style-type: none"> • Perform basic cleaning and portering duties as well as assist the nursing staff in some basic patient care activities. 	<ul style="list-style-type: none"> • Required to work on Weekends & Public Holidays • 5-day work week • 3 rotating shifts: 7am to 4pm, 1pm to 10pm, 9pm to 7am
Operating Theatre Technical Associate	<ul style="list-style-type: none"> • ITE Skills Certificates in Health Services (In-patient) or WSQ Certificate in Healthcare Support (Nursing Care) • Meticulous with ability to work with minimum supervision • Good interpersonal and communication skills 	<ul style="list-style-type: none"> • Responsible for the smooth operations of the equipment in the Operating Theatres • Assist the surgical team to transfer and position the patients as well as adjust the Operating Theatre lights. 	<ul style="list-style-type: none"> • Required to work on Weekends & Public Holidays • 5-day work week • 3 rotating shifts: 7am to 4pm, 1pm to 10pm, 9pm to 7am
Patient Care	<ul style="list-style-type: none"> • Minimum GCE 'N' Level qualification or ITE 	<ul style="list-style-type: none"> • Assist doctors and nursing staff to carry out basic 	<ul style="list-style-type: none"> • Required to work on

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Assistant, Inpatient	<p>Skills Certificate in Healthcare (In-patient) or WSQ Higher Certificate In Healthcare Support (Nursing Care)</p> <ul style="list-style-type: none"> • Ability to communicate in English, both spoken and written • Prior relevant working experience is preferred 	<p>nursing care activities.</p> <ul style="list-style-type: none"> • Handle the admission, transfer and discharge of patients. • Assist the surgical team to transfer and position the patients as well as adjust the Operating Theatre lights. 	<p>Weekends & Public Holidays</p> <ul style="list-style-type: none"> • 5-day work week • 3 rotating shifts: 7am to 4pm, 1pm to 10pm, 9pm to 7am
Patient Service Associate, Radiology (X-ray)	<ul style="list-style-type: none"> • Diploma or GCE 'O' Level with 2 years' relevant experience 	<ul style="list-style-type: none"> • Provide excellent frontline customer service which includes registration, appointment scheduling, and cashiering as well as financial counselling to patients. In addition, you will provide general administrative support to the department. 	<ul style="list-style-type: none"> • Required to work on Weekends & Public Holidays • 5-day work week • 2 rotating shifts: 8.30am to 6pm, 12.00pm to 8.00pm
Senior / Enrolled Nurse	<ul style="list-style-type: none"> • Min NITEC in Nursing recognised by the Singapore Nursing Board • Registered with the Singapore Nursing Board 	<ul style="list-style-type: none"> • You will provide direct nursing care and engage in activities that are specific to an assigned group of patients. • Your role will also include providing guidance to patients and caregivers on the prescribed care and treatment required for the medical conditions. 	<ul style="list-style-type: none"> • Required to work on Weekends & Public Holidays • 5-day work week • 3 rotating shifts
Pharmacy Assistant	<ul style="list-style-type: none"> • 3 'O' level with pass in English and Mathematics 	<ul style="list-style-type: none"> • Assists Pharmacists to support Pharmacy operations in the supply of medication to patients and in the management and distribution of drug stock. • Provide good customer service and attend to the needs of patients at all times. • Perform cashier duties and render administrative support to colleagues as required. 	<ul style="list-style-type: none"> • 5.5-day work week • Office hours
Senior / Staff Nurse (Inpatient / Intensive Care Unit / High Dependency Unit / Emergency Department / Operating Theatre/ Renal- Trained)	<ul style="list-style-type: none"> • Min Diploma in Nursing recognised by the Singapore Nursing Board • Registered with the Singapore Nursing Board 	<ul style="list-style-type: none"> • You will provide a high standard of care through assessment, planning, implementation and evaluation of nursing care to meet the needs of the patients, including educating patients and caregivers. • You will also orientate and guide the junior nurses to provide optimal care to meet desired patient outcomes and experiences. • In addition, you will assist in resource management as well as participate actively in quality improvement projects to improve patient care delivery. 	<ul style="list-style-type: none"> • Required to work on Weekends & Public Holidays • 5-day work week • 3 rotating shifts

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Instrument Technician/ Assistant	<ul style="list-style-type: none"> • NITEC, preferably in Engineering, or other related areas • Diploma, preferably in Engineering, Biomedical Science, Biotechnology, or related areas. 	<ul style="list-style-type: none"> • You will be responsible for providing sterile and serviceable surgical instruments and equipment. • You will be involved in the decontamination, inspection, preparation, packaging, sterilization, storage and distribution of the sterile devices to operating theatres and procedural rooms. • You will also be involved in projects involving work-process improvements as you gain experience in the department. 	<ul style="list-style-type: none"> • Required to work on Weekends & Public Holidays • 5-day work week • 3 rotating shifts
Senior/Patient Service Associate, Specialist Outpatient Clinics	<ul style="list-style-type: none"> • Diploma/ Nitec in Service Skills/ GCE 'O' Level / GCE 'N' Level (Min) 	<ul style="list-style-type: none"> • You will provide professional and excellent customer service to ensure smooth operations of the clinics. • You will perform frontline duties involving registration, appointment scheduling as well as cashiering. • You will also assist the clinical staff in patient-related activities such as chaperoning patients in the consultation rooms. 	<ul style="list-style-type: none"> • Mon-Fri: 8am - 6pm • Sat: 8am - 1pm
Senior/Patient Service Associate, Bed Management Unit	<ul style="list-style-type: none"> • Diploma or GCE 'O' Level with 2 years' relevant experience 	<ul style="list-style-type: none"> • You will be responsible for the timely and accurate assignments of beds to patients according to set policies and procedures. • You will need to work closely with key stakeholders to manage bed-related issues, collate, analyse and provide statistical information and reports on a timely basis. 	<ul style="list-style-type: none"> • Required to work on Weekends & Public Holidays • 5-day work week • 3 rotating shifts
Patient Service Associate (Call Centre)	<ul style="list-style-type: none"> • Diploma/ Nitec in Service Skills/ GCE 'O' Level / GCE 'N' Level (Min) • Relevant experience in call centre, healthcare or customer service industry will be advantageous 	<ul style="list-style-type: none"> • Responsible to provide quality and personalised one-stop information service for the Hospital. This includes handling general enquiries through phone, emails or web chat, as well as online requests. 	<ul style="list-style-type: none"> • Required to work on Weekends & Public Holidays • 3 rotating shifts over 5-day work week OR Part-time OR Permanent night