

SGU Community Care Job Interviews @ Cheng San CC

JOB LISTING BOOKLET

Date : 14 – 15 July 2020 |
Tues and Wed
Time : 10am to 4pm

About e2i (Employment and Employability Institute)

e2i is the empowering network for individuals and companies seeking skills and solutions for growth. Since 2008, e2i has assisted more than 500,000 individuals through our career guidance, professional development, and job matching services. With an extensive network of partners, e2i offers hiring, training and productivity solutions to businesses. We are an initiative of the National Trades Union Congress (NTUC) to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg.

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Step-by-Step Guide



STEP 1

Look through Job Listing



STEP 2

Identify company and role. Pre-register for interview with that company



STEP 3

Attend job fair with that specific company at the correct time slot



STEP 4

Exit job fair after the interview

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DAY 1 (14 JULY)**#1 HCA HOSPICE CARE**

HCA Hospice Care (HCA) is Singapore's largest home hospice care provider and is a registered charity since 1989. The organisation provides comfort and support to patients with life-limiting illnesses regardless of age, religion, ethnicity, nationality and financial status. HCA's core service, home hospice care, is provided at no charge to about 3,700 patients annually. Besides medical care for patients, this service also entails psychological support for patients and caregivers. A 24/7 hotline ensures help is available round the clock.

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
1) Day Hospice Assistant	<ul style="list-style-type: none"> • GCE O Level or Certificate in Therapy Assistant or Nursing Certification • Min 1 year of working experience as Healthcare Assistant • Possess Class 3 Driving Licence 	<ul style="list-style-type: none"> • Assist Day Hospice Supervisor to look after the patients with life limiting illnesses referred to the Day Hospice • Demonstrate ability to care, to communicate effectively with patients and caregivers they are serving • Ensure holistic and person-centred care are delivered to all patients • Participate in organizing activities for daily programme and support in some admin duties 	Mon-Thur (8.00 am – 5.30 pm). Fri (8.00 am - 5.00 pm) Boon Keng /Woodlands/ Outram
2) Nursing Aide	<ul style="list-style-type: none"> • Min GCE N Level and completed Patient Care/ Nursing Aide course • Mature, caring and responsible with working experience in taking care of the sick and elderly • Able to organize and participate in patients' activities at Day Hospice Centre • Knowledge of basic computer skills for simple admin duties 	<ul style="list-style-type: none"> • Perform direct care duties including basic nursing care, attend to patients' hygiene & grooming, monitor vital signs and patients' safety • Perform simple wound dressing under supervision • Assist in feeding and participate in activities • Support some admin duties 	Mon-Thur (8.00 am – 5.30 pm). Fri (8.00 am - 5.00 pm) Woodlands/ Outram

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
3) Palliative Care Nurse	<ul style="list-style-type: none"> • Registered Nurse with 5 years working experience in Oncology or Palliative Care • Multi-tasker who is passionate about providing holistic care for patients in their home environment • Highly independent and reliable, and able to make clinical judgements in a home-care setting • Excellent communication and interpersonal skills, comfortable with interacting with people in all walks of life 	<ul style="list-style-type: none"> • Coordinates and implements a care plan for the patients with life limiting illnesses referred to HCA • Must have a strong base of knowledge to act both as a specialist and a generalist nurse and demonstrate ability to apply nursing theory into practice • Works in collaboration with members of an interdisciplinary team in a setting which provides seamless medical and nursing care, pain and symptom management and compassionate support for their patients and families. 	<p>Mon- Fri (8.30 am – 5.30 pm)</p> <p>Boon Keng, Woodlands, Bedok, Hougang & Jurong</p>
4) Pharmacy Assistant/ Technician	<ul style="list-style-type: none"> • Certified Pharmacy Technician Course or Diploma in Pharmaceutical Science • 3 years working experience • Organised • Work Independently with good physical health 	<ul style="list-style-type: none"> • Order medical supplies, pack and arrange delivery to satellite offices, manage their inventory level and monitor their expiry dates • Source for suppliers to procure pharmaceutical items and new drugs • Perform Pharmacy related administrative duties like maintaining Pharmacy system records and generating regular reports 	<p>Mon-Thur (8.30 am – 6 pm). Fri (8.30 am - 5.30 pm)</p> <p>Boon Keng</p>

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
5) Senior/ Executive ,VME (Engagement & Day Hospice Programming)	<ul style="list-style-type: none"> • Recognised degree in related field • Experience in a similar role will be an advantage • Good command of written and spoken English, • Good Microsoft office skills – Excel, Word, Powerpoint • Independent, proactive and resourceful 	<ul style="list-style-type: none"> • Conceptualises and develops volunteer engagement framework pertaining to training, progression, appreciation and retention of HCA volunteers. • Manages and operationalises volunteer engagement initiatives • Supports and executes outreach and recruitment initiatives within the team • Plans, sources and coordinates activities and programmes with individuals, community, corporate volunteers and vendors for all HCA Day Hospices 	<p>Mon-Thur (8.30 am – 6pm) Fri (8.30 am – 5.30 pm)</p> <p>Boon Keng</p>

DAY 1 (14 JULY)**#2 REN CI HOSPITAL**

Ren Ci Hospital is an established partner in the healthcare sector providing quality and affordable medical, nursing and rehabilitative care services

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
1) Resident Care Associate (Full time/Part time)	<ul style="list-style-type: none"> GCE 'N' or 'O' level with ITE Skills Certificate in Healthcare or WSQ Higher Certificate in Healthcare (Nursing Care) Preferably possess experience in household management and / or eldercare Must have patience and love working with seniors Required to perform 2 or 3 rotating shift hours and work on weekends / public holidays Physically fit as daily work requires lifting, bending, standing and walking etc 	<ul style="list-style-type: none"> Provides companionship by actively listening to the residents' wishes and concerns, and ensuring that measures are taken to keep them comfortable. He/She facilitates and supports all aspects of the residents' daily lives, taking into consideration individual preferences. Part of a self-managed team, he/she is responsible for creating an environment that enhances residents' quality of life. 	<p>5 days' work week (2-Rotating Shift)</p> <p>1st shift: 7 am to 4.30 pm 2nd shift: 12 pm to 9.30 pm</p> <p>5 / 6 days' work week (3-Rotating Shift)</p> <p>1st shift: 7 am to 3.30 pm 2nd shift: 1 pm to 9.30 pm Night Shift: 9 pm to 8.00 am</p> <ul style="list-style-type: none"> Ang Mo Kio
2) Therapy Aide	<ul style="list-style-type: none"> At least Secondary Education Preferably with relevant experience Caring, understanding, patient and empathetic A team player and possess good interpersonal skills Ability to speak local dialects is an added advantage 	<ul style="list-style-type: none"> Assist the patients in their therapy exercises and also certain activities and functions not related to direct patient care. 	<p>Mon – Thur: (Staggered hours) 7am - 4pm 8.30am – 5.30pm 10am – 7pm</p> <p>Fri: (Staggered hours) 7am to 3.45pm 8.30am – 5.15pm 10am – 6.45pm</p> <p>Sat: (One in every 4 weeks) 8.30am - 12.30pm</p> <ul style="list-style-type: none"> AMK, Bukit Batok and Novena

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
3) Health Care Assistant (Nursing)	<ul style="list-style-type: none"> • ITE Skills Certificate in Healthcare OR WSQ Higher Certificate in Healthcare (Nursing Care) • Preferably 1 year clinical experience • Require to perform 3 rotating Shifts and work on weekends / Public Holidays • Physically fit as daily work requires lifting, bending, standing and walking etc 	<ul style="list-style-type: none"> • Provide routine safe care to the patients under the supervision of Assistant Nurse and Staff Nurse. • Responsible for providing a conducive environment for patients' speedy recovery and to assist in Activities of Daily Living and therapeutic interventions. 	<p>5 days' work week (2-Rotating Shift) 1st shift: 7 am to 4.30 pm 2nd shift: 12 pm to 9.30 pm</p> <p>5 / 6 days' work week (3-Rotating Shift) 1st shift: 7 am to 3.30 pm 2nd shift: 1 pm to 9.30 pm Night Shift: 9 pm to 8.00 am</p> <ul style="list-style-type: none"> • Novena, Bukit Batok
4) Asst Manager, HRMD, Performance Mgmt	<ul style="list-style-type: none"> • Min Bachelor's Degree in HRM or equivalent. • Min 5 years of HR and supervisory experience • Exposure in community care sector is an added advantage • Proficient in Microsoft Office • Team player who's able to exercise initiative, multitask and work independently • Meticulous and resourceful • Proactive and an effective change agent • Independent, meticulous and resourceful. • Good organisational, leadership and people management skills. 	<ul style="list-style-type: none"> • Responsible for the performance management and manpower budgeting for the whole organisation. • Drive the organisation's manpower planning initiatives to ensure that the manpower needs of the organisation are well supported. • Review and revised review assessment and form • Drive the annual the performance review process in determining the payout for increment and bonuses • Drive the annual manpower budgeting and operational budget exercise for HRMD. 	<p>Mon to Fri 8.30am to 5.45pm</p> <ul style="list-style-type: none"> • Novena

DAY 1 (14 JULY)**#3 ST LUKE'S ELDERCARE LTD**

St Luke's ElderCare is committed to caring for our elders in the community through services provided at 23 senior care centres and homes of the elders. We deliver a full range of integrated services and programmes for our elders that include centre-based, community-based, home-based and residential-based services.

These services are designed to benefit elders who have suffered physical disabilities as a result of stroke, fall or accident, as well as the frail and lonely who have no one to look after.

We offer the following facilities and services

- 23 senior care centres located island-wide
- A nursing home
- Gym equipment*
- Consultation rooms for elders to receive centre-based nursing
- Enhanced dementia friendly rooms

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
1) Care Partner	<ul style="list-style-type: none"> • Min Secondary Education • Patience & Compassion in serving elderly residents • Able to work shift duties • Candidate with prior healthcare experience will be an advantage • No experience but with passion are welcome too 	<ul style="list-style-type: none"> • Provide support to elders in their daily living and hygiene care (e.g. feeding, toileting, showering) • Take vital sign • Conduct cognitive, physical, recreational & social activities • Engage elders to promote a socially cohesive home feel • Prepare and serve food and beverages for elders and assist in simple housekeeping tasks. • Provide support to elders in their daily living and hygiene care (e.g. feeding, toileting, showering) 	44 Hours per week <ul style="list-style-type: none"> • 2 Ang Mo Kio Street 23
2) Enrolled Nurse	<ul style="list-style-type: none"> • Candidate must possess at least Professional Certificate/NiTEC in Nursing or equivalent. • At least 3 Year(s) of working experience in the related field is required for this position. • Valid Singapore Nursing Board License 	<ul style="list-style-type: none"> • Support & participate quality improvement and research activities to enhance resident care management and improve practices. • Comply with ENHS requirements in care and documentation • Lead in response to emergencies, perform first aid and/or arrange for 	44hrs/week <ul style="list-style-type: none"> • 2 Ang Mo Kio St 23

	<ul style="list-style-type: none"> • Able to work shift duties 	<p>ambulance when emergency arises.</p> <ul style="list-style-type: none"> • Serve as a resource person to the care partners on basic nursing issues • Monitor health & nutritional status of residents daily and escalate to SN where applicable. • Assist in physical examination and / or other minor procedures according to competency levels. • Ensure specimens are collected appropriately and despatched on time. • Carry out nursing procedures as per instructed (eg tube feeding, oxygen therapy) • Administer prescribed medications to our residents by adhering to the 10 Rights. • Observe for adverse side effects and efficacy of the medicines. • Documenting of IR in adverse reactions / medication errors. • Evaluate effectiveness of interventions and report to SN accordingly. (eg oxygen therapy) • Record accurate and concise statements on the nursing care rendered to residents compliance to required standards. • Submit IR promptly and accurately to SN 	
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Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
3) IT Executive (Application)	<ul style="list-style-type: none"> • Minimum Diploma in IT • Min 2 years of relevant experience • Experience in healthcare industry is an added advantage • Demonstrated analytical and problem-solving skills • Ability to deliver technical solutions to business problems, manage multiple priorities and work with minimal supervision. 	<ul style="list-style-type: none"> • Provide application support in resolving and troubleshooting problems together with internal, external stakeholders and vendors for further investigations. • Perform analysis of existing application software and explore new solutions to improve business efficiency. • Maintain user documentation including release notes, training guides and UAT documentation. • Ensure compliance of all security measures in application development processes. • Working knowledge of both waterfall and agile development methodology 	<p>44hrs/week</p> <ul style="list-style-type: none"> • 50 Kallang Pudding Road
4) Care Staff	<ul style="list-style-type: none"> • Ability to converse in dialects to communicate with the clients. • Willingness and patience in serving the elderly clients. • Candidate who are keen on a career switch would be considered. 	<ul style="list-style-type: none"> • Plan, design and lead diversional activities. • Lead or support daily exercises and activities prescribed by the rehabilitation team. • Serve meals including tea/ coffee breaks to clients and may require to feed clients. • Assisting elderly to the restrooms. • Ensuring the cleanliness of the centre at all times and carry out the necessary cleaning daily. 	<p>7.30am to 5.00pm; 8.30am to 6.00pm; 9.30am to 7.00pm</p> <p>Islandwide</p>

DAY 1 (14 JULY)**#4 VANGUARD HEALTHCARE PTE LTD**

Vanguard Healthcare is a healthcare organization set up by the Ministry of Health under MOH Holdings in 2015. We aim to contribute to the growth and development of eldercare services in Singapore.

Currently, we have four Care Homes (Pearl's Hill Care Home, Woodlands Care Home, Tampines Care Home and Bukit Batok Care Home) in operation.

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
1) Senior/ Staff Nurse	<ul style="list-style-type: none"> Degree/Diploma in Nursing from a recognized institution and registered with Singapore Nursing Board Able to perform shift work 	<ul style="list-style-type: none"> Identify symptoms of patients that are related to illnesses and/or decline in functional and cognitive abilities and advocate early medical attention. Mentor and guide nursing aides and healthcare assistants in performing their functional duties. Educate family members of residents on their health conditions and help them gain understanding on the holistic care provided. Ensure all documentation of residents' case is maintained appropriately. 	<p>4-day rotating work week: - 7am-7:30pm / 7pm-7:30am</p> <ul style="list-style-type: none"> Woodlands Care Home Tampines Care Home
2) Occupational Therapist	<ul style="list-style-type: none"> Diploma/ Degree in Occupational therapy recognised by the Singapore Allied Health Professional Council. Professional Council. 	<ul style="list-style-type: none"> Assess, evaluate and identify rehabilitation needs of residents; formulate/develop and implement appropriate individualised occupational therapy programmes to facilitate, restore, improve or maintain their abilities to perform self-care, work, leisure activities and meaningful life roles. Evaluate, monitor and review treatment on a regular basis to document needs and progress of service users and ensure that treatment is appropriate and effective. Evaluate and prescribe assistive devices to improve function in activities of daily living as required by residents. Provide training for caregivers in preparation for residents' discharge back into the home environment. 	<p>Monday - Friday, 8.30am – 6pm</p> <ul style="list-style-type: none"> Pearl's Hill Care Home Woodlands Care Home Tampines Care Home Bukit Batok Care Home

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
3) Physiotherapist	<ul style="list-style-type: none"> • Diploma/ Degree in physiotherapy recognised by the Singapore Allied Health Professional Council. • Good communication and people engagement skills, preferably the use of local languages and dialects. 	<ul style="list-style-type: none"> • Assess, evaluate and identify rehabilitation needs of residents; formulate/develop and implement appropriate individualised physiotherapy programmes to facilitate, restore, improve or maintain movement/function. • Maintain good communication and liaise with various disciplines involved in the rehabilitation process and refer residents to respective professionals for consultation and appropriate intervention. • Guide, supervise and train physiotherapy students, therapist assistants, caregivers and volunteers on their performance of duties and implementation of programmes, to ensure safe and effective treatment of residents. • Ensure that proper documentation is made for all treatment rendered to residents. 	<p>Monday - Friday, 8.30am – 6pm</p> <ul style="list-style-type: none"> • Pearl's Hill Care Home • Tampines Care Home • Bukit Batok Care Home
4) Therapy Assistant	<ul style="list-style-type: none"> • WSQ Certificate in Healthcare Support (Therapy Support) • WSQ Higher Certificate in Healthcare Support (Therapy Support) 	<ul style="list-style-type: none"> • Work under the supervision of Senior/Physiotherapists and Senior/Occupational Therapists to assist in implementing individual and group exercises and treatments to residents. • Assist Senior/Physiotherapists and Senior/Occupational Therapists in procedures that include gait training, Activities of Daily Living training, active and passive exercise and muscular re-education with the use of mobility aids and equipment, use of modalities for pain management. • Make splints and pressure garments under therapist's supervision. • Maintain updated documentation of all treatment records/case notes of residents e.g. file residents' records, departmental circulars, forms and update daily in NHelp. 	<p>Monday - Friday, 8.30am – 6pm</p> <ul style="list-style-type: none"> • Pearl's Hill Care Home • Woodlands Care Home • Tampines Care Home • Bukit Batok Care Home

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
5) Senior/Enrolled Nurse	<ul style="list-style-type: none"> NITEC in Nursing from an recognised institution as approved by Singapore Nursing Board For Senior position, at least 6 to 7 years of experience, preferably with experience in public healthcare or nursing home sector. 	<ul style="list-style-type: none"> Perform all nursing procedures, which include administration of medications, wound dressing and meal feeding. Assist Senior/ Staff Nurses during treatment and examination of residents. Accompany residents to participate in daily group exercises Assist in maintaining residents' records on their condition and progress Any other duties as assigned by the Senior/Nurse Manager and Staff Nurses 	4-day rotating work week: <ul style="list-style-type: none"> - 7am-7:30pm / 7pm-7:30am <ul style="list-style-type: none"> Pearl's Hill Care Home Woodlands Care Home Tampines Care Home
6) Facility Assistant (Kitchen)	<ul style="list-style-type: none"> Primary education or equivalent Able to speak and understand simple English 	<ul style="list-style-type: none"> Assist in the maintenance of food hygiene (storage of food, food temperature maintenance, food preparation) Upkeep environmental cleanliness (washing of dishes and cutlery) includes daily cleaning and weekly deep cleaning Work with vendors to receive food Conduct plating activities if required 	6-day work week (3 rotating shift): <ul style="list-style-type: none"> - 8:00am-4.05pm - 10:30am-6.35pm - 12pm-8.05pm <ul style="list-style-type: none"> Woodlands Care Home
7) Community Care Associate	<ul style="list-style-type: none"> Primary education or equivalent Able to speak and understand simple <ol style="list-style-type: none"> English 	<ul style="list-style-type: none"> Provide general observation support to nursing staff so as to inform them about any patient anomalies such as overall outlook, skin condition and discrepancies in behaviour Adhere to safe work practices and the policy, values and procedures set out within the care home facility Perform simple data entry tasks involving the recording of patient type/number Attend to client' needs in their activities of daily living, except the following: <ul style="list-style-type: none"> - Changing of diapers - Showering/bathing - NGT Feeding 	Mon to Fri (Shift pattern): between 7am – 7pm (E.g.: 7am-5pm / 8am-6pm / 9am-7pm) <ul style="list-style-type: none"> Tampines Care Home

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
8) Residential Care Associate	<ul style="list-style-type: none"> Primary education or equivalent Able to speak and understand simple English 	<ul style="list-style-type: none"> Attend to basic nursing and general care needs of residents Conduct daily exercises and activities for residents, accompany residents for medical appointments Ensure the safety, comfort and well-being of the residents Any other duties as assigned by the Nurse Manager and Staff Nurses 	<ul style="list-style-type: none"> Mon to Thu: 8am-6pm Fri: 8am-5pm Pearl's Hill Care Home Woodlands Care Home Tampines Care Home Bukit Batok Care Home
9) Senior/Operations Support Executive	<ul style="list-style-type: none"> Diploma/Degree with at least 2 years related experience 	<ul style="list-style-type: none"> Assists and supports the Centre Manager (CM) to ensure smooth delivery of all support services of the Care Home and maintain targeted performance standards. Assists to plan, coordinate and manage the various operational support services in providing day-to-day operations & administration, procurement & logistics support, cleaning, maintenance, safety and security services. Assists to lead and manage the Ops Support Assistant (OSA) in supporting facilities management, food provision for residents and staff, laundry services, equipment maintenance, logistics and fire safety requirements, and the Ops Administrative Assistant (OAA) in providing general administration support for staff and residents admission, provision of transport arrangements and procurement services for general operations equipment and services. Assists to manage the outsourced vendors, support the CM in regular performance meetings to ensure that contractors' performance is up to stipulated service standards 	<ul style="list-style-type: none"> Mon – Fri :8.30am – 6pm Pearl's Hill Care Home

DAY 2 (15 JULY)**#1 ACTIVE GLOBAL RESPITE CARE**

Active Global Respite Care provides home and community-based programmes and services for seniors & other adults to help them age in place with the support and care for meaningful and enriching lives.

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
1) Healthcare Assistants – Home Care	<ul style="list-style-type: none"> • Minimum N or O level • Responsible and caring attitude • No experience required as training will be provided • Passion to work with the elderly, willingness to learn, and an open attitude to eldercare 	<ul style="list-style-type: none"> • To deliver home based personal care for referred elderly patients in a professional and appropriate manner. • Our service scope includes assist client with personal hygiene (eg showering, toileting, feeding, etc) activities of daily living (ADL), instrumental activities of daily living (IADLs), mind stimulating activities, elder sitting, respite care and simple maintenance exercises. 	Flexi hours Islandwide
2) Healthcare Assistants - Senior Care Centre	<ul style="list-style-type: none"> • Minimum GCE 'N' level • A relevant WSQ Certificate in Healthcare Support/Therapy services will be advantageous • Ability to understand and speak English, Mandarin and local dialects will be advantageous • A good team player with a pleasant disposition • Physically fit 	<ul style="list-style-type: none"> • Engage and assist elderly clients in the Centre and to assist in daily Centre programmes and activities. • Attend to client's personal care needs including personal hygiene and assist in positioning, transfers and ambulating of clients. • Performs rehabilitation activities such as motion exercises and walking with clients. 	Rotational day shifts required. 5-days work week Senior Care Centre located at Ghim Moh Link and Telok Blangah St 31

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
3) Driver cum Operations Assistant	<ul style="list-style-type: none"> • Minimum PSLE/GCE "N" level. • Possess a valid Singapore Class 3 driving license with good driving safety record. • Prior experience driving a van and/or large vehicle would be highly advantageous. • Able to resolve basic repair and maintenance problems. • Physically fit and able to lift heavy items. • Good team player and able to adapt to changes. • Passion to work with the elderly, willingness to learn, and an open attitude to eldercare 	<ul style="list-style-type: none"> • To fetch clients safely to/from their home to Centre and vice versa and ensuring their safety. • Support the Centre operations in transport requests such as client transfers and general dispatch work. • Coordinate with Centre Manager in planning transport request services as well as transport route in general dispatch work. • Ensure the vehicle is always in good working and clean condition using the vehicle checklist on a regular basis. • To assist Centre Manager on facility maintenance and inventory management. 	<p>Rotational day shifts required.</p> <p>5-days work week</p> <p>Senior Care Centre located at Ghim Moh Link</p>
4) Nurse Trainer	<ul style="list-style-type: none"> • Diploma or Degree in Nursing recognised by Singapore Nursing Board. • Must be a fully registered Enrolled or Registered Nurse with Singapore Nursing Board. • At least 2 years of experience would be advantageous, preferably with experience in the community care setting 	<ul style="list-style-type: none"> • Conduct in-house training for live-in caregivers and care staff, including assess, train, counsel and follow up with caregivers. • Create care plan for client and work with caregivers in order to achieve it. • Supports the recruitment of care staff and caregivers. • Nursing assessments and/or procedures for clients where required. • Assisting to handle client's complaints and crisis management. • Ensure strict compliance to documentation. • Work alongside with colleagues and other teams in cross-referral of services. • Update relevant nursing certificates/licence as required (including SNB and BCLS). • Attend to phone call from client/caregivers beyond office hours when required. 	<p>5-days work week, rotational weekends may be required depending on patient needs.</p> <p>Head office located at Goldhill Plaza</p>

DAY 2 (15 JULY)**#2 ECON HEALTHCARE GROUP**

ECON Healthcare Group is the leading private eldercare services provider in Singapore and Malaysia with over 30 years of experience in serving communities and families. We operate eldercare facilities across the region and offer a comprehensive range of services to provide the best care possible.

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
1) Health Attendant	<ul style="list-style-type: none"> • Minimum PSLE • Able to speak and understand simple English 	<ul style="list-style-type: none"> • Maintain a clean, safe and neat environment for the residents in the nursing home 	7 am – 4 pm <ul style="list-style-type: none"> • Yio Chu Kang • Buangkok • Upper East Coast • Chai Chee • Recreation Road • Choa Chu Kang
2) Enrolled Nurse	<ul style="list-style-type: none"> • NITEC in Nursing • Valid practicing license issued by the Singapore Nursing Board. • Valid certification in Basic Cardiac Life Support (BCLS). 	<ul style="list-style-type: none"> • Assist in the provision of quality and safe nursing care for the residents in the nursing home. 	3 rotating shifts <ul style="list-style-type: none"> • Yio Chu Kang • Buangkok • Upper East Coast • Chai Chee • Recreation Road • Choa Chu Kang
3) Staff Nurse (FT/PT)	<ul style="list-style-type: none"> • At least a diploma in nursing. • Valid practicing license issued by the Singapore Nursing Board. • Valid certification in Basic Cardiac Life Support (BCLS). 	<ul style="list-style-type: none"> • Responsible in the provision of quality and safe nursing care for the residents in the nursing home. 	3 rotating shifts <ul style="list-style-type: none"> • Yio Chu Kang • Buangkok • Upper East Coast • Chai Chee • Recreation Road • Choa Chu Kang

DAY 2 (15 JULY)**#3 NTUC HEALTH CO-OPERATIVE LIMITED**

NTUC Health Co-operative Limited (NTUC Health) is an NTUC social enterprise that provides a comprehensive and integrated suite of quality and affordable health and eldercare services to meet the growing needs of families and their dependents. Building on more than four decades of experience and expertise, NTUC Health is among the largest senior day care, nursing home and home personal care providers in Singapore. It also offers other services for seniors such as an active ageing hub, senior activity centres, community support for vulnerable seniors, and a sheltered / senior group home. In addition, it runs a chain of dental clinics, and a family medicine clinic. For more information, please visit www.ntuhealth.sg.

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
1) Care Assistant (PT)	<ul style="list-style-type: none"> • Preferably GCE O-Level • Good interpersonal skills • Passion in community services and service-oriented • ITE/Certificates in Healthcare related courses is an added advantage • Able to speak one or more dialects is an added advantage 	<ul style="list-style-type: none"> • Assist and participate in activities and function in the center. • Assist the elderly in meeting their basic hygiene needs and Activities of Daily Living (ADLs) in a safe and comfortable manner. • ADLs includes feeding, mobility and transfer, fall prevention, toileting and diaper changing. • Guide / supervise and engage elderly during activities. 	Subject to Rostering <ul style="list-style-type: none"> ▪ 7.30 am - 5 pm ▪ 8 am - 5.30 pm ▪ 8.30 am - 5.30 pm ▪ 9 am - 6 pm 5 day work week Islandwide
2) Housekeeper (Part-time)	<ul style="list-style-type: none"> • Minimum secondary qualification • Experience in cleaning services or housekeeping • Able to use vacuum cleaner • Can speak and understand simple English • Able to commit to Mon-Fri work schedule (either morning or afternoon shift) 	You will be required to perform the daily housekeeping activities of the Centre. Ensure that the Centre is maintained in a clean, safe, and comfortable manner. <ul style="list-style-type: none"> • Basic housekeeping of Community of Care office • Maintaining records of toilet cleaning • Sweeping and mopping of floor • Washing of toilets and drying of toilets if wet • Cleaning of cupboards, windows, mirrors, tables and chairs 	At least 3h/day 5 days a week Bukit Merah

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
3) Care Associate (Home Care) FT/PT	<ul style="list-style-type: none"> • Preferably GCE O-Level • Good interpersonal skills • Passion in community services and service-oriented • ITE/Certificates in Healthcare related courses is an added advantage • Able to speak one or more dialects is an added advantage 	<ul style="list-style-type: none"> • The Care Associate provides home-based personal care services that aims to assist clients with their daily activities of living, to enable them to continue to live in the comfort and security of their own home. • Duties include but not limited to companionship, personal hygiene, medical escort, grocery shopping, meal preparation, feeding and light housekeeping. <ul style="list-style-type: none"> - Companionship & Recreational Activities - Have positive conversation, chit chat and provide a listening ear to client and client with dementia - Conduct mind stimulating games, simple card or board games with client. - Engage in recreational activities according to client's interest e.g. reading newspaper, playing musical instruments, singing, etc. • Personal Hygiene/ Showering/ Grooming • Change diapers, clean and dry body parts • Full body bed sponging (wash hair on bed, if required), including cleaning of face, eye, mouth, teeth and ear. • Assist to toilet for showering and assist with showering • Apply moisturizer and topical cream, if required. • Simple Exercises <ul style="list-style-type: none"> - Strengthen joints and muscles of lower and upper limbs by conducting range of motion and joint movement exercises (from head to toe) • Transferring and Positioning 	<p>8am – 6pm 5-day work week Part-timers welcome</p> <p>Island-wide</p>

		<ul style="list-style-type: none"> - To transfer client from bed to commode or wheelchair or chair and back • Errands and Grocery Shopping • To run errands or do grocery shopping with/without client to markets/shops within approximately 5-10 minutes' walk from the client's home. • Meal Preparations • To cook simple home-cooked food that does not take more than 45 mins to prepare or buy healthy food from outside for client only • Light Housekeeping <ul style="list-style-type: none"> - To identify and rectify basic home hazards to prevent falls / slips e.g. wet floor, untidy walkways that prevent easy maneuver - To ensure client's living space (bedroom, living room, toilet, hallways) is dry and clean by sweeping, mopping and tidying - To ensure that kitchen stove and table is clean after cooking - To wash the plates and pots after meals / use - If washing machine is available, to wash the client's clothes and hang dry • Medical Escort <ul style="list-style-type: none"> - To assist with walking and boarding the transport vehicle - To guide client around the clinic/hospital premises - To collect medications/ receipts and explain to client/ caregiver - To accompany and assist the client in the examination room; • To securely carry the client's documents. 	
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Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
4)Centre Manager	<ul style="list-style-type: none"> • Degree in Business Management/Nursing/Pharmacy/Therapy/Social Work or other relevant fields • Preferably minimum 5 years' experience in management • Preferably experience working with MOH and other relevant stakeholders in healthcare industry or just government agencies in general • Experience working with elderly in the community • Experience working with dementia clients or medical social work an advantage 	<p>Ensure the smooth management of all aspects of the Centre operation such work scheduling, services provided to the clients, paperwork administration of the Centre</p> <ul style="list-style-type: none"> • Ensure that recruitment is in line with the requirements for each Centre • Assist the Manager to achieve its objectives of the organization • Be proactive and establish new programmes and activities to enhance the well-being of the clients • Keep abreast of any trends and changes in the eldercare's industry in order to stay competitive and up to date 	<p>Monday to Friday: 7:30am-5:00pm 8:00am-5:30pm 8:30am-6:00pm 9:00am-6:30pm</p> <p>Islandwide</p>
5)Community Nurse	<ul style="list-style-type: none"> • Perform pre-assessment of new clients refer by AIC • Assess existing client's health condition and improvement • Ensure the clients' enrolment is comply with the Company's SOP and administer the documentation to be submitted to relevant government body • Provide health promotion, counselling and education • Monitor, record and report symptoms and changes in client's condition • Consult and coordinate with health care team to assess, plan, implement and evaluate client's conditions • Perform CPR, AED and first aid to clients and plays an active role in emergency situations. • Performing vital signs monitoring or checks example blood pressure, temperature and reports to Clinicians 	<ul style="list-style-type: none"> • Diploma/Associate/Degree in Nursing • 2 years' ward/community nursing experience • Registrable with SNB with the necessary experience • Registrable with AHPC 	<p>8.30am – 6pm</p> <p>5 day work week</p> <p>Island-wide (role requires travelling)</p>

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
6)Senior Team Lead	<ul style="list-style-type: none"> • Diploma in any discipline • Be proficient in English and Mandarin • Be proficient in computer applications such Microsoft Office • Experience working in Eldercare/Healthcare Sector is an added advantage • Relevant experience with at least 3 years of leadership with a team is an added advantage 	<ul style="list-style-type: none"> • Overseeing the manpower allocation of Home Personal Care (HPC) assignments to Care Associates (CA). • Providing supervision to CA and work closely with the nursing team on their skill competency in ensuring the service quality outcome rendered to clients is met. • Responsibility to ensure the staff utilisation of the care associates to be maintained at 90% • Involvement in regular programme development and evaluation in order to meet the needs of an evolving eldercare sector • Providing home personal care (HPC) services to client to assist them with their daily activities of living (Ad-hoc basis). • The essential duties & responsibilities include: <ul style="list-style-type: none"> • Coordination and Matching of Services • To ensure prompt manpower deployment of home personal care services to Care Associates. To liaise with both Care Associates and Care Coordinators on clients' matters to ensure the care of the clients is not compromised. • To arrange for reassessment of care plans with clients on a 6-monthly basis. This is to determine if client requires to continue to receive the service • Monitoring staff utilization • To ensure equitable distribution of services scheduled to Care Associates. And maintaining manpower utilization to be at 90% per staff per month. • Staff Audit and Competency 	<p>8.30am – 6pm On-call duties required</p> <p>Headquarters and Site Visit</p>

		<ul style="list-style-type: none"> • To conduct regular home visits to ensure quality service is being rendered to client • Communication • To ensure effective communication to Care Associates on the necessary guidelines and updating SOPs on a regular basis. • Supplies/Equipment Management • Indent consumables used by CA. Maintain department inventories and records. • Admin Support • To provide filing, compiling of service utilization statistics and work with Operations Manager to prepare quarterly report. • Home Personal Care Services – To provide home-based personal services to clients on an ad-hoc basis. The duties as shown: <ul style="list-style-type: none"> • Assist in maintenance exercises as prescribed by therapists • Companionship and recreation activities • Light grocery shopping • Light housekeeping • Medical escort without transport • Mind stimulating activities (for dementia clients) • Personal hygiene • Respite care (Long hours care of min. 9 hrs.) • Simple meal preparation/ Assist in purchasing of food 	
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Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
7) Dental Assistant (Full Time/Part Time)	<ul style="list-style-type: none"> • Minimum N Level • Minimum 1 year experience • Good interpersonal, telephone and listening skills • Pleasant disposition, patient, empathetic, and diplomatic • Have aptitude to serve customer and meet their needs • Conversant in basic computer skills 	<ul style="list-style-type: none"> • The incumbent supports dental care delivery by preparing clinical area, dental room, patients, instruments and materials per procedures and protocols. Assist in all treatment procedures, maintain documentary and inventory control. • Assist dentist in a variety of treatment procedures • Process x rays and complete lab tasks under the direction of the dentist • Document dental care services by charting in patient records • Educate patients by giving oral hygiene, plaque control, post-operative instructions • Communicating with patients and suppliers (eg., scheduling appointments, answering the telephone, billing and ordering supplies) • Maintain a sterile working environment and dental instruments according to current infection control procedures • Oversee the preventive maintenance of dental equipment • Stock supplies and maintain clinical supply inventory • Maintain safe and clean working environment at all times 	8.30am - 5.30pm (Mon - Fri) or 9am - 6pm 8.30am - 12.30pm or 9am -1pm/ 9am – 9pm on Saturday/Sunday/Eve of PH and PH (Varies across different clinic operating hours) Islandwide
8) Nursing Aide (Home Care)	1) Locally Trained: <ul style="list-style-type: none"> • GCE N Levels or attained training in either of the following courses: • WSQ Higher Certificate /Advanced Certificate in Healthcare Support (Nursing Care) 	The Nursing Aide II (NA) also known as ICS Officers provide interim in-house care upon discharge before the permanent care arrangements made for patient are in place. They are equipped with basic skills to take care of the personal care and personal hygiene needs of the patients, such as assistance in feeding, and transferring of patient. <ul style="list-style-type: none"> • Patient Care 	8.30am – 6pm 10pm – 8pm (Night Shift) Islandwide

	<ul style="list-style-type: none"> • Institute of Technical Education (ITE) Approved Training Centre (ATC) Healthcare (Home Care) programme <p>2) Foreign Trained:</p> <ul style="list-style-type: none"> • Degree in Nursing in home country and; • Practicing License (PRC) in home country 	<ul style="list-style-type: none"> - Assist patient in personal hygiene including: - Bathing and/or assisted bathing for client who is too ill to take bath in the bathroom or for bedridden or handicapped client; - Changing of clothes, undergarments, continence aids and any soiled sheets; - Brushing of teeth and cleaning of dentures; - Toileting and other elimination needs; - Incontinence and ambulation care - Lifting and re-position bed bound patients 2 hourly and conduct elimination rounds for non-ambulant patient - Perform simple wound dressing and bandaging(dry wound) - Feeding and assisting with oral and/or nasogastric tube feeding - Assist in administration of medications and medication reminders - Provide companionship and recreational activities - Provide mentally stimulating activities - Perform simple physical maintenance exercises - Escort for medical appointment - Attend to client needs and relay his/her request to the caregivers or Care Coordinators in charge - Monitor and record of vital signs. Report of any abnormalities of presence <ul style="list-style-type: none"> • Light Housekeeping <ul style="list-style-type: none"> - To identify and rectify basic home hazards to prevent falls/ slips e.g. wet floor, untidy walkways that prevent easy maneuver - To ensure elderly's passage way (bedroom, living 	
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		<p>room, toilet) is dry and clean by sweeping and mopping</p> <ul style="list-style-type: none"> - To ensure that kitchen stove and table is clean after cooking by Nursing Aides - To wash the plates and pots after meals/ use if cooking is done by Nursing Aides - If washing machine is available, to wash the elderly's clothes and hang dry indoor <ul style="list-style-type: none"> • Infection Control <ul style="list-style-type: none"> - Exercise standard precaution and hand hygiene when in contact with patients and environment or surrounding - Educate patients and relatives on infection control practice • Assist ICS Care Coordinator in handling enquires and feedback from the referral sources and clients from home care services. • Liaise and work closely with care team members and family members as well as any external partners involve with regards to client's care needs • Other Duties: <ul style="list-style-type: none"> - Perform other care duties as assigned by the Operations Manager/Nurse Manager 	
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Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
9)Patient Service Assistant	<ul style="list-style-type: none"> • Minimum N Level • Experience in sales co-ordination • Customer service oriented • Good interpersonal and communication skill • Cheerful and pleasant personality • Conversant in basic computer skills • Preferably bilingual in English and a Mother Tongue 	<ul style="list-style-type: none"> • The Patient Service Assistant will provide administrative support to clinic and ensure a smooth flow in the clinic operations. • Perform counter duties including registration, appointment scheduling, payment collection and banking • Attend to walk in and call in patients' enquiries • Liaise with dental laboratories for collection and delivery of lab reports and dental works • Maintain inventory of office supplies, stationery for clinic • Coordinate and work closely with Head Office in all matters • Perform any duties as assigned 	<p>8.30am - 5.30pm (Mon - Fri) or 9am - 6pm</p> <p>8.30am - 12.30pm or 9am -1pm/ 9am – 9pm on Saturday/Sunday/Eve of PH and PH (Varies across different clinic operating hours)</p> <p>Islandwide</p>
10)Programme Assistant / Officer	<ul style="list-style-type: none"> • GCE 'O' level • PC literate • Possess passion and empathy in helping the elderly • Able to converse in Mandarin and dialects 	<ul style="list-style-type: none"> • Support the Programme Manager in the smooth running of the Active Aging Hub • Provide admin support as such data entry, process invoices • Co-ordinate and conduct activities • Arrange refreshments 	<p>Mon-Fri: 9am-6pm Sat: 9am-1pm</p> <p>5.5 day work week</p> <ul style="list-style-type: none"> • Bukit Merah • Telok Blangah
11)Executive, Service Quality	<ul style="list-style-type: none"> • Degree in Gerontology or Service Sector disciplines • Minimum 2 years' experience in community healthcare settings in Singapore • Hands-on experience in volunteerism and service quality work • Good knowledge of the geriatrics and community services • Strong written and spoken communications skills • People-oriented, willing to work the ground and strong administrative skill • Willing to travel to the different nursing homes • Multilingual, and appreciation and 	<p>You will be responsible to plan, implement and support the NTUC Health, Residential Care Division (RCD) Service Quality Framework.</p> <p><u>Service Quality</u></p> <ul style="list-style-type: none"> • Plan, co-ordinate, implement and ensure smooth running of various standards and measurements to monitor customer satisfaction via residents focus groups, periodic audits, residents satisfaction survey etc • Plan, organize, co-ordinate and execute service quality initiatives, development and delivery on the ground • Plan, organize and implement a comprehensive RCD service quality campaign to create 	<p>Mon-Fri: 8.30am-6pm</p> <p>Chai Chee</p>

	<p>sensitivity to multicultural preferences and nuances</p>	<p>awareness and inculcate a culture of service excellence</p> <ul style="list-style-type: none"> • Monitor, coordinate communication and implementation of internal and external recognition programs and events e.g. annual Service Excellence Award, to cultivate role models and motivate staff to provide quality service through various awards and incentives. • Identify and review service gaps based on the feedback received and propose service initiatives and training programme for continuous improvements. • Work closely with stakeholders eg. Nursing, Allied Health, Operation departments to support their service quality drive • Provide secretariat support to the various Service Quality Steering Committee and other related committees and workgroups <p><u>Feedback Management</u></p> <ul style="list-style-type: none"> • Manage RCD Feedback via feedback form, correspondence (email, letter or fax) and phone. • Document and archive feedback received via correspondence (email, form, phone or fax) and quarterly review on the trending • Initiate and coordinate investigation with relevant stakeholder/department • Monitor and follow-up outstanding feedback issues, ensuring proper closure and reply are provided to feedback providers within the stipulated response time. • Draft formal replies wherever necessary • Escalate overly challenging feedback to and discuss with Reporting Officer • Analyse statistic data and prepare Monthly Feedback 	
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		<p>Reports for Senior Management and other ad-hoc reports, as needed</p> <p><u>Other</u></p> <ul style="list-style-type: none"> • Represent Quality Service Manager for internal or external meetings • Take minutes of meetings, as assigned • Perform any other duties that may be assigned from time to time by supervisor 	
12) Volunteer & Community Partnership Executive (1.5 years contract)	<ul style="list-style-type: none"> • Degree or Advance Diploma in Social Work, Gerontology or Service Sector disciplines • Minimum 2 years' experience in community healthcare settings in Singapore • Hands-on experience in volunteerism and service quality work • Good knowledge of the geriatrics and community services • People-oriented, willing to work the ground and strong administrative skill • Well-versed in MS Office • Strong interpersonal and communicative skills • Ability to speak English, Mandarin, Malay and dialect will be an added advantage • Passionate to serve the seniors • Service & people-oriented • Willing to travel for work (within Singapore) 	<p>To support and execute the volunteer & partnership engagement strategy and annual work plans for the Residential Care Division.</p> <ul style="list-style-type: none"> • Support in the attraction, training and retention strategies for volunteers to help the organisation stay updated on the needs and interests of our residents and the community • Establish and strengthen volunteers database via screening, interviewing and mentoring of existing/new volunteers to enhance their volunteering experience and reinforce their commitment and gratification level • Develop and maintain volunteer database to support in annual awards, recognition and training initiatives • Organize and execute annual volunteer awards event, and provide administrative & logistics support for volunteer related activities, outings as may be required. • Engage and build a collegial networking relationship with relevant stakeholders such as grassroots organisations, corporations, health and educational institutions to develop collaborative volunteer projects 	<p>Mon-Fri: 8.30am-6pm</p> <p>Jurong West</p>

		<ul style="list-style-type: none"> • Collect and report data analysis of volunteer engagement targets, as well as assisting KPI reporting to key stakeholders and funding authorities • Support the implementation of special projects as required by programme and community partnership team 	
13)Community Partnership Executive (3 years contract)	<ul style="list-style-type: none"> • Bachelor's Degree preferably in Business Administration, Marketing or Communications • Minimally 3 years' experience in Marketing or PR • Knowledge in using data-driven approach to identify problems and implement innovative solutions • Experience in community healthcare or social service setting • Background in or exposure to corporate development and/or strategic partnerships • Proficient in MS Office applications • Passionate to serve the seniors • Service & people-oriented • Hands on experience in working the ground • Good communication skills (oral and written) – proficient in both English & Mandarin • Good judgement, problem solving and decision making skills • Good record keeping abilities and attention for details • Independent as role requires candidate to travel to multiple sites 	<ul style="list-style-type: none"> • Perform initial triaging via community profiling and identifying the needs, interests and capabilities of residents through methods including but not limited to door-knocking, surveys and interviews • Identify, stocktake and assess the strengths and limitations of community assets, including other Community Care service providers • Engage with relevant stakeholders such as other Community Care service providers, Regional Health Systems (RHS), community partners and government agencies to develop and pilot workflows, protocols and process that facilitate the integration of social and health care for residents. • Work with established partners and government agencies to collect and report relevant data for analysis and evaluation, as well as document learnings, challenges and best practices from the pilots. • Create a list of profiled residents living in the assigned blocks of flats to help the organisation stay updated on the needs and interests of the community. • Create an asset map of community partners and resources to help the organisation identify gaps to address and strengths to activate. 	<p>Mon-Fri: 8.30am-6pm</p> <p>Bukit Merah</p>

	<ul style="list-style-type: none"> Ability to converse in dialects is an added advantage 	<ul style="list-style-type: none"> Develop and piloted with the partners in the COC, workflows and agreements to support residents across the spectrum of social and health needs. <p>Implement the pilot of the new workflows and agreements, documented processes, learnings, challenges and solutions, as well as implemented any needed improvements for long-term sustainability</p>	
14) Health Attendant (Step-in Care) (1 year contract)	<ul style="list-style-type: none"> Able to read and understand simple English Able to perform 3 rotating shifts, including weekends and public holidays Able to speak dialect an advantage Relevant HMI certificate 	<p>The Health Attendant will provide support and assistance to the Nursing staff in providing the residents with basic hygiene and personal care on a daily basis, attending to their needs and notifying attending nurses of any changes in the physical or emotional state of residents.</p> <p><u>Clinical Care:</u></p> <ul style="list-style-type: none"> Carry out duties / procedures as assigned by nurses (Registered Nurses (RN) and Enrolled Nurses (EN)) Assist in serving of meals / drinks and in the feeding of the residents Assist in the activities of daily living (ADL) of residents Assist in the hygiene care of residents such as, toileting, showering, grooming, etc. <p><u>General duties</u></p> <ul style="list-style-type: none"> Perform general housekeeping to maintain cleanliness of the wards Maintain cleanliness and tidiness of client's environment e.g. tidiness of patient's beds, lockers Carries out duties/procedures assigned by nurses 	<p>6 day work week</p> <p>Rotating shift 3 shifts</p> <p>Jurong West Geylang West</p>

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
15) Senior Manager, Operations, Daycare	<ul style="list-style-type: none"> • Degree in Business or any other discipline • 7 to 10 years of relevant experience, of which 5 years in supervisory role • Proficient in analytical and problem solving skills • Practical knowledge and experience in center-based operations would be an advantage • Excellent client-facing and verbal communication skills • Strong commercial and business acumen - committed to ensuring the day care services becomes a beacon of the local community. Strong internal and external stakeholder management. • Experience and strong background in driving results through systems and processes. • Leading standards and developing quality audits e.g. ISO 9001 and procedures • Qualification in Gerontology, passionate elderly care professional with significant day care or nursing home management level experience will be an advantage. • Able to inspire and mentor teams of staff through promotion of strong company values and ethos. • Agent of change and innovative thinking. 	<ul style="list-style-type: none"> • To act as Deputy for the Head, Day Care by leading operations through the line management and mentorship of supervisors and managers. • To lead, develop and maintain a care workforce through recruitment and retention strategies, and ensuring that it fits our purpose and a culture that is inclusive and aims to motivate and develop the skills of all staff. • Implement and ensure systematic KPI requirements are measured, reported, analyzed and actioned appropriately • Apply care governance framework, ensuring that the audit cycle is fulfilled and the team is trained to undertake audit programmes as appropriate. Ensure the evaluation of all audits is effectively and objectively undertaken and change of practice is implemented. • To be accountable for the maintenance of a safe and homely environment for all clients, staff and visitors, ensuring all health and safety policies and procedures are adhered to and compliance monitored. • Maintain proactive liaison with all associated external agencies and stakeholders in relation to the services offered by NTUC Health. Attend external forums 	8.30am – 6pm Central

		<p>professional clinical meeting participation as appropriate.</p> <ul style="list-style-type: none"> • To ensure that immediate supervisors / managers maintain an appropriate balance between administrative and managerial responsibilities and clinical practice. Ensuring that opportunities are taken by the team to observe, assess and mentor all elements of care practice within the team. <p>Leadership and Management</p> <ul style="list-style-type: none"> • This position requires a high level of leadership and the ability to create and initiate opportunities for improved revenue and profit. The ability to communicate, coach and foster teamwork must exist together with the ability to balance priorities and relationships. • To be accountable for ensuring the adherence to NTUC Health policies, procedures and guidelines produced by NTUC Health in relation to care practice and general issues. 	
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DAY 2 (15 JULY)**#04 THE SALVATION ARMY**

The Salvation Army has been touching lives in Singapore since 1935 and we remain committed in serving the underprivileged in the community without discrimination. To us, every life is precious and we actively help those in need regardless of age, race or religion.

We are looking out for committed & passionate individuals who are eager to make a difference to the society to join our organisation.

Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
1) Senior Care Associate	<ul style="list-style-type: none"> • Minimum GCE N or O level • Experience in Eldercare / Healthcare is an added advantage • Applicants without experience, training will be provided • Service Orientation • Communication • Interpersonal Skills • Teamwork • Managing Diversity 	Assist the clients on the following: <ul style="list-style-type: none"> • individualised care programme, • recreational, social and physical programme, personal care tasks which include assisting clients with bathing, feeding and personal grooming. 	44 hours per week 8.00 am to 5.15 pm (Monday to Friday, 45 minutes lunch break) or 8.30am to 5.45pm (Monday to Friday, 45 minutes lunch break) <ul style="list-style-type: none"> • Blk 187 Bedok North Street 4 #01-02, Singapore 461187 • Blk 121 Bedok North Road #01-161/163 Singapore 460121

<p>2) Student Care Supervisor (WBCYH) - 2000003E</p>	<ul style="list-style-type: none"> • Diploma level and above • Preferably with experience working with children (7 - 12 years old) • First-aid training is required • Preferably 2 years of experience in Student Care Services in a supervisory/leadership role • Possess good communication skills • Meticulous and able to multi-task 	<ul style="list-style-type: none"> • Responsible for managing and development of the Student Care Program at WBC@BP relating to children and youth from Primary 1-6. This includes programme planning, curriculum development, supervision of teachers, and liaison with centre families. • The Student Care Programme is approved and monitored by MSF Student Care Section. All requirements are found in the Student Care operating manual. Be accountable to MSF for maintaining best practices and excellent standard of service. Manage teachers, meeting with them regularly for encouragement, support, and idea-sharing. Maintain The Salvation Army employment manual standards. Employ extra part-time staff for school holidays when required. • Encourage children to reach their potential in the study, social integration, respect for others, creative play and to do so while practicing Biblical values. A student encouragement time is allocated in the Centre's weekly schedule. Build relationships with Centre families, connecting Corps members with them for further support and for the purpose of integrating families with the corps. 	<p>10.30 am to 7.30 pm (Monday – Friday)</p> <p>William Booth Corps @ Bukit Panjang Student Care Centre</p> <p>Blk 404 Fajar Road #01-267 Singapore 670404</p>
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Job Position	Pre-requisites	Key Responsibilities	Working Hours / Location
3) Youth Worker (The Haven) - 1900003K	<ul style="list-style-type: none"> • At least a diploma, preferably in Youth Work or Social Services • Candidates who has experiences in engaging children and youth through various sports, music, baking, etc may apply • Good communication skills • Good team player • Keen to work with child protection profiles of children & youth 	<ul style="list-style-type: none"> • Mentor and guide the residents to respect the Home's guidelines, and develop their strength of moral character and responsible citizens • Feedback to the social workers, case workers, assistant supervisor and supervisor on the residents' progress and needs through proper recording in communication logs, residents information book and other reports • Plan and facilitate meaningful group activities, including but not limited to program adjustment and adapting to life in the Home, life skills, conflict resolution to residents • Responsible for preventing abuse of residents by adhering to all policies and procedures 	<p>The program is a 24/7 community care service, hence flexibility in work arrangement is expected as the need arises.</p> <p><u>Rotating Shift Hours:</u></p> <ul style="list-style-type: none"> • Morning Shift: 8.00am – 4.00pm • Afternoon Shift: 2.30pm - 10.00pm <p>Night Shift: 10.00pm - 8.00am</p> <ul style="list-style-type: none"> • The Salvation Army – The Haven Children's Home 350 Pasir Panjang Rd, Singapore 118692 https://sg.salvationarmy.org/singapore/the_haven • Gracehaven Children's Home 3 Lorong Napiri Singapore 547528 https://www.salvationarmy.org/singapore/gracehaven