

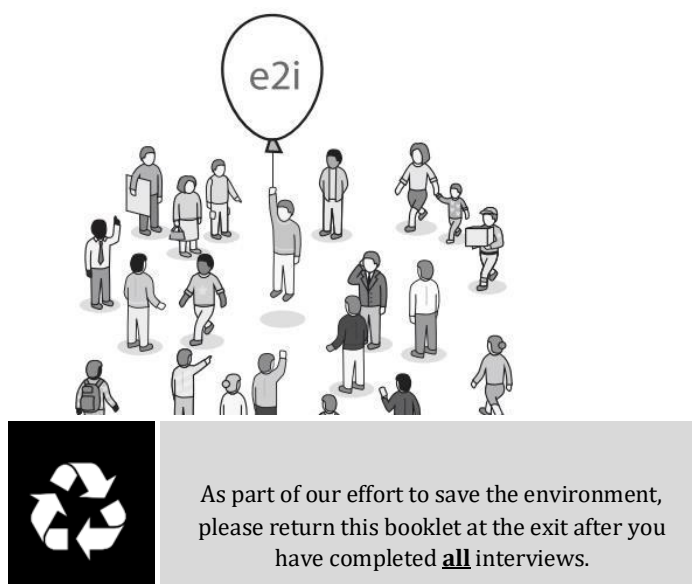
Healthcare Jobs and Skills Fair | SkillsFuture Festival

Century Square Main Atrium,
2 Tampines Central 5,
Singapore 529509

22-23 Oct 2026

11am – 9pm

JOB LISTING BOOKLET



About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg

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#1 Eastern General Hospital

EGH is an upcoming acute hospital under SingHealth with about 1,000 beds which offers emergency, inpatient and outpatient services across a comprehensive range of clinical specialties. Powered by innovation and smart technologies to deliver person-centred care, we will begin serving patients virtually in 2026 before our physical campus is completed in 2029-2030.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Staff Nurse	- Degree or Diploma in Nursing recognised by Singapore Nursing Board. - Registered with the Singapore Nursing Board. - Prior experience working in tertiary hospitals will be an advantage. - Able to perform rotating shifts that include weekends and public holidays. - A team player with positive and caring attitude. - required to work 3-rotating shifts.	- The upcoming Eastern General Hospital (EGH) seeks to provide excellent healthcare and promote healing that is centred around each person. When operational, EGH will provide a comprehensive range of inpatient and outpatient clinical specialties and healthcare services covering emergencies, acute and secondary care. - EGH's vision is to be a great hospital for the community and a great workplace for staff, and it seeks to do so by harnessing innovative technologies in patient care, journeying closely with patients and the community to lead healthier and more fulfilling lives, and being an employer of choice that empowers staff in their careers. - You will provide nursing care and patient education through coordination, care management and evaluation for an assigned group of patients and/or patient related activities in a multifaceted environment. This includes providing guidance and direction to junior nurses to provide optimal care to meet desired patient outcomes and experiences. - The incumbent will be nested at either Singapore General Hospital, Changi General Hospital, Sengkang General Hospital and other SingHealth Institutions as the primary worksite. - You will have the opportunity to work in the following areas: - Cardiovascular Lab	42 hours per week 3 rotating shifts - Singapore 168582

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Emergency Department - High Dependency - Inpatient Ward - Intensive Care Unit - Interventional Radiology - Operating Theatre	
Senior Staff Nurse	• Degree or Diploma in Nursing recognised by Singapore Nursing Board. • Registered with the Singapore Nursing Board. • Prior experience working in tertiary hospitals will be an advantage. • Able to perform rotating shifts that include weekends and public holidays • A team player with positive and caring attitude. • Required to work 3-rotating shifts.	• The upcoming Eastern General Hospital (EGH) seeks to provide excellent healthcare and promote healing that is centred around each person. When operational, EGH will provide a comprehensive range of inpatient and outpatient clinical specialties and healthcare services covering emergencies, acute and secondary care. • EGH's vision is to be a great hospital for the community and a great workplace for staff, and it seeks to do so by harnessing innovative technologies in patient care, journeying closely with patients and the community to lead healthier and more fulfilling lives, and being an employer of choice that empowers staff in their careers. • You will provide nursing care and patient education through coordination, care management and evaluation for an assigned group of patients and/or patient related activities in a multifaceted environment. This includes providing guidance and direction to junior nurses to provide optimal care to meet desired patient outcomes and experiences. • The incumbent will be nested at either Singapore General Hospital, Changi General Hospital, Sengkang General Hospital and other SingHealth Institutions as the primary worksite. • You will have the opportunity to work in the following areas: - Cardiovascular Lab - Emergency Department - High Dependency	• 42 hours per week • 3 rotating shifts • Singapore 168582

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Inpatient Ward - Intensive Care Unit - Interventional Radiology - Operating Theatre	
Enrolled Nurse	• Higher NITEC in Nursing/NITEC in Nursing recognised by Singapore Nursing Board. • Enrolled with the Singapore Nursing Board. • Prior experience working in acute care hospitals will be an advantage. • Able to perform rotating shifts that include weekends and public holidays. • A team player with positive and caring attitude.	• The upcoming Eastern General Hospital (EGH) seeks to provide excellent healthcare and promote healing that is centred around each person. When operational, EGH will provide a comprehensive range of inpatient and outpatient clinical specialties and healthcare services covering emergencies, acute and secondary care. • EGH's vision is to be a great hospital for the community and a great workplace for staff, and it seeks to do so by harnessing innovative technologies in patient care, journeying closely with patients and the community to lead healthier and more fulfilling lives, and being an employer of choice that empowers staff in their careers. • You will provide nursing care and patient education for an assigned group of patients under the guidance and direction of a Registered Nurse to ensure patients receive quality nursing care in a multifaceted environment. The incumbent will be nested at either Singapore General Hospital, Changi General Hospital, Sengkang General Hospital and other SingHealth Institutions as the primary worksite. • You will have the opportunity to work in the following areas: - Emergency Department - Inpatient Ward - Radiology - Operating Theatre - Endoscopy - Short Stay Ward - Same Day Admission	• 42 hours per week • 3 rotating shifts • Singapore 168582

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Enrolled Nurse	- Higher NITEC in Nursing/NITEC in Nursing recognised by Singapore Nursing Board. - Enrolled with the Singapore Nursing Board. - Prior experience working in acute care hospitals will be an advantage. - Able to perform rotating shifts that includes weekends and public holidays. - A team player with positive and caring attitude.	- The upcoming Eastern General Hospital (EGH) seeks to provide excellent healthcare and promote healing that is centred around each person. When operational, EGH will provide a comprehensive range of inpatient and outpatient clinical specialties and healthcare services covering emergencies, acute and secondary care. - EGH's vision is to be a great hospital for the community and a great workplace for staff, and it seeks to do so by harnessing innovative technologies in patient care, journeying closely with patients and the community to lead healthier and more fulfilling lives, and being an employer of choice that empowers staff in their careers. - You will provide nursing care and patient education for an assigned group of patients under the guidance and direction of a Registered Nurse to ensure patients receive quality nursing care in a multifaceted environment. The incumbent will be nested at either Singapore General Hospital, Changi General Hospital, Sengkang General Hospital and other SingHealth Institutions as the primary worksite. - You will have the opportunity to work in the following areas: - Emergency Department - Inpatient Ward - Radiology - Operating Theatre - Endoscopy - Short Stay Ward - Same Day Admission	42 hours per week 3 rotating shifts - Singapore 168582
Resident Physician / Staff Registrar	- Must be in active clinical practice. - Possess a Basic Medical Degree and/or Postgraduate Qualification	The upcoming Eastern General Hospital (EGH) seeks to provide excellent healthcare and promote healing that is centred around each person. When operational, EGH will provide a	42 hours per week 3 rotating shifts - Singapore 168582

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	registrable with the Singapore Medical Council (SMC). • Minimum 3-5 years of post-housemanship experience in relevant discipline. • Possess Full registration or eligible for conditional registration with the SMC. • Ability to work independently with demonstrated competence in managing patients. • Confident, proactive and a good team player.	comprehensive range of inpatient and outpatient clinical specialties and healthcare services covering emergencies, acute and secondary care. EGH's vision is to be a great hospital for the community and a great workplace for staff, and it seeks to do so by harnessing innovative technologies in patient care, journeying closely with patients and the community to lead healthier and more fulfilling lives, and being an employer of choice that empowers staff in their careers. • We are seeking dedicated medical professionals to join our team as either Resident Physicians or Staff Registrars, depending on qualifications and experience. • Resident Physicians will provide comprehensive patient care in their chosen discipline of practice under the supervision of Specialist doctors, serving as key team members whilst gaining strong clinical experience to maximise their potential in a structured learning environment. • Staff Registrars will undertake considerable responsibilities beyond those of Medical Officers and Residents, with those assessed as competent by the Specialty Lead performing duties at an enhanced level. • Both roles offer excellent opportunities for professional development, mentorship, and career progression within our dynamic healthcare institution, providing the foundation for advancing your medical career in your chosen specialty area.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Medical Laboratory Technologist, Eastern General Hospital Planning Office	- Recognised degree in Biomedical Science, Biological Science, Medical Technology or equivalent. - Candidates with significant years of relevant work experience will be preferred and can be considered for senior positions. Fresh graduates are welcomed to apply. - Excellent communication and interpersonal skills. - Ability to work independently as well as part of a multidisciplinary team. - Able to work in a fast-paced environment.	- Perform routine laboratory analysis on biological specimens using a wide range of specialized equipment according to standard operation procedures in the Biochemistry, Haematology, Microbiology, Blood Bank or Anatomical Pathology Laboratory. - Ensure accurate laboratory test results are reported within turnaround time. - Perform function check and equipment maintenance. - Monitor inventory and supplies for smooth running of daily operations. - Participate in quality assurance and management activities according to established policies and procedures. - Work closely with laboratory supervisors to ensure compliance with accreditation standards and regulatory requirements.	42 hours per week - May be required to work on rotating shifts. - Singapore 528736
Senior / Pharmacy Technician, Eastern General Hospital Planning Office	- Diploma in Pharmaceutical Science from a local polytechnic, or - Pharmacy Technician Course Certificate (from the Pharmaceutical Society of Singapore), or - Foreign-trained pharmacist with at least 2 years of relevant experience. - Strong attention to detail and ability to work in a fast-paced environment - Good communication and teamwork skills.	- Process prescriptions & medication orders accurately. - Dispense & distribute medications under the supervision of pharmacists. - Operate & troubleshoot automation systems supporting medication supply & delivery. - Assist in compounding non-sterile extemporaneous pharmaceutical products. - Manage drug inventories, conduct stock checks, and monitor expiry dates. - Maintain housekeeping standards appropriate to pharmacies. - Ensure equipment are used and maintained appropriately. - Support medication safety practices and report dispensing errors or near misses. - Participate in quality improvement initiatives and relevant projects.	42 hours per week - May be required to work on rotating shifts. - Singapore 528736

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Assist in training/train new pharmacy technicians and interns. - Contribute to the growth of EGH, and EGH Pharmacy through relevant activities.	
Therapy Assistant, Eastern General Hospital Planning Office	- Diploma from a relevant discipline from a Polytechnic in Singapore/College of Allied Health Advanced Diploma in Therapy Support/ Physiotherapy. - GCE 'O'/'N' Level / WSQ Cert in Healthcare Support (Therapy Support). - Prior experience in a similar position or healthcare setting will be an advantage. - Good communication and interpersonal skills.	- Assist Occupational Therapists, Physiotherapists, and/or Speech Therapists in supervising patients and implementing therapy interventions. - Apply prescribed therapeutic modalities for routine patients and perform simple assessments under therapist oversight. - Conduct group therapy sessions for low-complexity patients.	42 hours per week - May be required to work on rotating shifts. - Singapore 528736
Senior / Associate Executive, Financial Accounting, Eastern General Hospital Planning Office	- Diploma in Accounting or equivalent with minimum 4 years working experience, preferably in healthcare. - Proficient in Microsoft Office applications (Word, Excel, PowerPoint). - Strong team player with excellent planning, highly motivated and target focused. - Possess strong communication and interpersonal skills and the ability to engage various stakeholders in a fluid environment and a growing organisation.	- The upcoming Eastern General Hospital (EGH) seeks to provide excellent healthcare and promote healing that is centred around each person. When operational, EGH will provide a comprehensive range of inpatient and outpatient clinical specialties and healthcare services covering emergencies, acute and secondary care. - EGH's vision is to be a great hospital for the community and a great workplace for staff, and it seeks to do so by harnessing innovative technologies in patient care, journeying closely with patients and the community to lead healthier and more fulfilling lives, and being an employer of choice that empowers staff in their careers. - We are seeking a dynamic individual to prepare the financials, including the preparation of management accounts, financial reports,	42 hours per week 8.30am to 6pm - Singapore 528736

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		budgeting/forecasting information and other schedules on a monthly and annual basis. In this role, you will perform the day-to-day financial operations including processing of purchases and claims, as well as assisting in the review and planning of day-to-day financial operations workflows. Your scope will include identifying areas that can be streamlined, financial analysis and monitoring of funds to support decision making. • Additionally, you will prepare and monitor claims to government agencies and ensure that there is adequate liquidity to meet financial obligations as well as participate in User Acceptance Testing and provide secretariat support for the department.	

#2 Ma Kuang Chinese Medicine & Research Centre Pte Ltd.

Ma Kuang TCM Healthcare Group is a trusted Traditional Chinese Medicine healthcare provider with a strong regional presence, dedicated to delivering professional, holistic, and patient-centred TCM care.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
TCM Therapist	• Good communication skills and customer relationship skills. • Friendly personality, cooperative and work well with co-workers. • Be open to learning new things. • Good in time management. • Willing to work on retail hours, weekends and public holiday.	• Handling and managing patient satisfaction. • Performing therapy such as Tuina, Cupping, Guasha, Osteopathy Bonesetting, Post and Prenatal etc. • Performing clinic's daily operations such as maintaining hygiene standards. • Sales of health services or products (attractive commission scheme). • Any other tasks assigned.	• 5-days work week • 10am to 9pm (2hr breaktime) • Singapore 151106
Clinic Assistant	• At least Secondary School / 'O' Level or equivalent. • Basic IT knowledge. • Pleasant personality, cooperative and work well with co-workers. • Be open to learning new things. • Self-motivated and sales driven with a positive attitude. • Proficiency both in Chinese and strong command in English is a must, who is able to handle Mandarin-speaking customers. • Willing to work retail hours, weekends & public holidays.	• Provide excellent and friendly frontline customer service. • Attend to enquiry via phone calls. • Schedule patients' appointments. • Process invoice and payment collections. • Dispense medication and maintain inventory levels. • Basic housekeeping to maintain the cleanliness of the clinic. • Handle enquiries on promotions and leading customers to products. • To perform other duties as assigned.	• 5-days work week • 10am to 9pm (2hr breaktime) • Various locations
TCM Physician	• Possess valid registration/certification with the Singapore Traditional Chinese Medicine Practitioners Board (TCMPB) or currently awaiting registration. • Candidates with certification but limited TCM experience are welcome to apply;	• Provide professional TCM consultation, diagnosis, and treatments to patients. • Attend to patients' enquiries regarding treatments and TCM-related matters. • Maintain accurate patient treatment and medication records in the TCM system. • Participate in TCM health talks, workshops, and related activities.	• 5-days work week • 10am to 9pm (2hr breaktime) / 10.30am to 7.30pm • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	training will be provided. • Basic IT knowledge and ability to maintain patient records. • Friendly, professional, cooperative, and able to work well with others. • Willing to learn and develop professionally. • Able to work at multiple locations across Singapore.	• Comply with the TCM Physicians' Code of Conduct and relevant MOH/TCMPB requirements.	
Sales Assistant Manager	• Diploma/Degree in E-Commerce, Marketing, Business, or related field. • At least 4–5 years of experience in E-Commerce, Sales, Digital Marketing, or Online Retail. • Experience in Shopee, Lazada, social media, and other digital sales platforms. • Strong sales-driven mindset with good analytical and business development skills. • Experience in product development, sales operations, and project management is preferred. • Good communication, leadership, and stakeholder management skills. • Proficiency in both English and Chinese is an advantage for liaising with Chinese-speaking stakeholders.	• Develop and implement sales strategies to achieve business targets. • Drive sales growth for healthcare products, supplements, Wong Yiu Nam products, and herbal medicine. • Manage product sourcing, development, and new product launches. • Develop and grow E-Commerce sales across Shopee, Lazada, website, social media, and other digital platforms. • Monitor sales performance and recommend improvement and incentive programs. • Identify new business opportunities through market and competitor analysis. • Work closely with Senior Management and cross-functional teams to execute business initiatives.	• 5-days work week • 10am to 9pm (2hr breaktime) • Singapore 151106
Clinic Manager	• Degree/Diploma in Healthcare Administration, Business Administration, or related field.	• Oversee daily clinic operations and ensure smooth and efficient workflow. • Lead and support clinic staff in delivering excellent patient service.	• 5-days work week • 10am to 9pm (2hr breaktime) • Singapore 151106

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- At least 3–5 years of clinic/healthcare operations experience, preferably from dental, medical, polyclinic, government healthcare, or similar settings. - Experience in staff rostering, manpower planning, and clinic operations. - Strong leadership, communication, problem-solving, and organisational skills. 4Familiarity with clinic management or electronic medical record systems is an advantage. - Service-oriented with a strong focus on patient experience and healthcare compliance. - Able to lead and motivate teams and drive continuous operational improvement.	- Manage staff scheduling, rostering, manpower planning, inventory, and administrative matters. - Monitor clinic performance, service standards, and patient satisfaction. - Handle patient feedback and resolve operational issues professionally. - Work closely with Management on staffing, training, compliance, and operational improvements.	
BD Executive	- Diploma/Degree in Business, Marketing, or related field. - Experience in Business Development, Sales, Partnerships, or Events is preferred. - Strong communication, presentation, and negotiation skills. - Good organisational and time-management skills with the ability to manage multiple projects and sales pipelines. - Strong business acumen with an understanding of market trends and strategic planning.	- Identify and develop new business opportunities, collaborations, and strategic partnerships. - Prepare business proposals, sales pitches, and presentations to support business growth. - Plan and execute events, including coordination, briefing, implementation, and post-event evaluation. - Conduct market research and monitor industry trends, competitors, and customer needs. - Prepare performance reports and updates for Management and stakeholders. - Work closely with Marketing, Operations, and internal teams	5-days work week 10am to 9pm (2hr breaktime) - Singapore 151106

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Proficiency in English and Mandarin to communicate effectively with Mandarin-speaking clients and stakeholders.	to drive business growth and patient satisfaction.	

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#3 NTUC Health

NTUC Health is an NTUC 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 close to three decades of experience and expertise, NTUC Health is among the largest providers of active ageing, senior day care, nursing home, and home personal care services in Singapore. We also serve vulnerable seniors in selected areas in Singapore through Community Case Management Services (CCMS), CREST mental health support, and a sheltered senior group home.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Administrative Associate, Operations	• Minimum 'O' Level, preferably Diploma qualifications. • 2-3 years of administrative experience. • Experience in SAP system is an added advantage. • IT savvy and knowledge of G Suite applications. (eg, Google mail, docs, sheets, slides, calendar). • Possess organizational skills and am able to work well under pressure. • Ability to maintain confidential information and possess a high level of integrity. • Team player with good interpersonal and negotiating skills. • Ability to work independently and deliver under a tight timeline.	• As an Administrative Associate, you will provide administrative support to the Operations Team in areas such as processing invoices, collating reports, etc. Store Management: • Support the store team in inventory management of medical and non-medical supplies. • Support SAP transactions (i.e. raising contract POs, monitoring scheduling agreement, goods receipt, issue, and any other ad hoc transactions). Security: • Support any fire emergencies and be familiar with the fire alarm protection system. • Support in maintaining the database of residents, visitors, and staff in the visitor management system. Administrative: • Assist the team with reception, triage duties, and managing inquiry lines as required • Perform all administrative duties assigned by Operations Department. • Verify Invoices for the issue of payments. • Monitor the schedule of contracts (preventive maintenance) and activate the renewal process when due.	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 468984

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Support the Executive / Operations manager in reports and improvement projects. - Provide analytical reports on statistics/data collected by the department. - Support the team in supplier and vendor management. - Maintain staff records in the database for all outsourced service vendors for contact tracing purposes. - Others: Any other duties as assigned by supervisors.	
Assistant Manager, Dementia Care	Registered Nurse registered with the Singapore Nursing Board: - Attained Advanced Diploma in Gerontology/Medical & Surgical/Mental health or in any discipline / Specialist Diploma in Geriatric / Community Nursing. - Attained Diploma/Bachelor of Science in Nursing. - With at least 5 years of experience in the area of mental health, geriatrics, or dementia populations in any settings. - With relevant training in the area of dementia care. Occupational Therapist registered with Allied Health Professional Councils: - Attained Diploma/Bachelor of Science in Occupational Therapy. - With at least 5 years of experience in the area of mental health, geriatrics, or dementia	- The Assistant Manager, Dementia Care is responsible for the development, implementation, and evaluation of dementia care programmes and services to support persons living with dementia and their caregivers in the community. - The role provides leadership in dementia care practice, staff capability development, programme quality assurance, care planning, and stakeholder engagement to promote person-centred and evidence-informed care. You will need to: Dementia Care Assessment and Case Management: - Conduct comprehensive assessments of clients with dementia and cognitive impairment to identify cognitive, physical, functional, psychosocial, behavioural, and social impairment on ADL and IADL engagement for persons with dementia - Formulate a care plan and coordinate care for the individual and their families, identify appropriate providers and facilities throughout the continuum of services, ensuring that available	5-days work week - Monday to Friday: 8.30am to 6pm - Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	populations in any settings. • With relevant training in the area of dementia care. • The organisation welcomes applications from both healthcare and non-healthcare professionals. • Candidates who do not hold a professional healthcare qualification but possess relevant education, specialised dementia care training, comprehensive practical experience in dementia care services will be evaluated on a case-by-case basis to determine suitability for the role. • It would be great if you are: Certified as a Dementia Practitioner.	resources are being used in a timely and cost-effective manner • Facilitate case discussions and provide recommendations for behavioural management, care interventions, and service coordination. • Provide a comprehensive and holistic assessment to identify needs, coordinate services, educate, advocate and empower clients and their support systems with the aim of enabling the clients to remain in the appropriate care setting and achieving optimal care • Support clients and caregivers in navigating community resources and services to achieve optimal care outcomes. Programme Development and Service Delivery: • Lead the planning of group activities programme in daycare, implementation, and evaluation of dementia care programmes, cognitive intervention activities. Initiate making necessary modifications to cater to catered programme schedule to suit the individual centre's needs • Develop activity prescriptions and therapeutic programmes that support cognitive stimulation, social participation, functional maintenance, and overall well-being. • Monitor programme effectiveness and implement quality improvement initiatives to ensure continuous program • Support the development of new dementia care services, projects, and evidence-based practices.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Provide consultancy in centre design layout and environmental modification to be dementia friendly environment Staff Supervision, Training and Capability Development: • Provide job training, supervision, mentoring, and professional guidance to staff/and or caregivers in engaging persons at various stages of dementia, in individual, group sessions or other specific programmes. • Develop and conduct training programmes, workshops, and educational resources to build staff competencies in dementia care, activity facilitation, and behavioural management. • Provide support and training to staff on the implementation of strategies in managing behaviour of concerns at the centre level • Assess staff competencies in activity facilitation for persons at various stages of dementia, identify learning needs, and implement capability-building initiatives to ensure high standards of care. • Provide consultancy in special projects related to dementia and new programmes study/research • Provide recommendations on environmental modification in the daycare or home setting to maximize the client's participation in ADLs and IADLs Behavioral Assessment and management: • Provide a comprehensive assessment and management in understanding the behaviour of concern of persons with dementia advice	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		on appropriate recommendations and strategies to staff and caregivers. • Recommend person-centred interventions, environmental modifications, and behavioural strategies to support clients with complex care needs. • Document professional input and recommendations on electronic documentation and communicate to relevant care staff and/or caregivers • Support caregivers and care teams through coaching, education, and case consultation. Quality Assurance and Governance: • Ensure compliance with regulatory requirements, organisational policies, service standards, and clinical governance frameworks. • Participate in audits, programme reviews, risk management activities, and continuous quality improvement initiatives. • Maintain accurate documentation, reporting, and records in accordance with organisational and sector requirements. Stakeholder Engagement and Partnerships: • Collaborate with healthcare institutions, community partners, caregivers, and relevant stakeholders to support integrated dementia care services. • Represent the organisation in meetings, workgroups, community engagement activities, and professional networks. • Support outreach, caregiver education, and public	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		awareness initiatives relating to dementia care.	
Assistant Manager, Quality Management	• A degree in any discipline, with preferably 3 to 5 years of relevant experience. • Experience in healthcare, community care, quality management, operations, audit, service quality, risk management, process improvement, or healthcare administration, including quality reporting, incident follow-up, RCA coordination, audit and committee support, data analysis, and stakeholder coordination, will be advantageous. • Familiarity with healthcare quality, client safety, regulatory readiness, quality improvement methods, audit processes or sector quality standards will be advantageous. • Good analytical, writing, communication and organisational skills, with the ability to manage multiple workstreams independently and meet timelines. • Proficient in Microsoft Office applications, especially Excel and PowerPoint. Experience with dashboarding, data visualisation or reporting tools will be advantageous.	• In community care, quality is reflected in how consistently services are coordinated around clients' needs, preferences and goals across the care journey. • This role supports NTUC Health's commitment to safer, more reliable and more person-centred care by strengthening the systems for governance, learning, assurance and improvement. • As Assistant Manager, Quality Management, you will support NTUC Health's organisation-wide Quality Management function. • Reporting to the Assistant Director / Senior Manager overseeing Quality Management, you will support the development of an integrated view of quality across business units and functions through the collection, analysis, reporting and follow-through of incidents, feedback, audits, service indicators and improvement opportunities. • In this role, you will work with various stakeholders across business units, including service, clinical and corporate teams, to support quality measurement, incident learning, assurance activities, regulatory readiness, quality improvement and culture-building efforts. • You will also contribute to quality-related governance platforms and workgroups through data preparation, reporting, coordination and action tracking, ensuring that quality discussions are	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		supported by clear information, timely follow-up and stronger accountability. You will need to: • Support organisation-wide quality monitoring and reporting, including quality indicators, incidents, feedback, audits, dashboards and trend analysis. • Support consistency in quality definitions, data collection and reporting practices across services. • Support engagement with MOH, AIC, sector partners and external stakeholders through coordination, preparation of materials, consolidation of inputs and follow-up on quality-related matters. • Support evidence reviews, benchmarking and sector scans to inform quality indicators, reports, learning materials and improvement initiatives. • Facilitate incident reviews and RCA processes by coordinating case information, engaging stakeholders, documenting findings and tracking agreed actions. • Support incident learning and follow-through by capturing learning points, identifying trends, and monitoring corrective and preventive actions to closure. • Support quality improvement, audit and assurance activities to strengthen client safety, service reliability, care experience, regulatory readiness and measurable improvement. • Support quality-related governance platforms and workgroups through data preparation, reporting, coordination, minutes and action tracking.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Develop practical tools, templates, guides and learning materials to support quality reporting, incident learning, RCA, improvement work, audit readiness and client safety. - Work with service, clinical and corporate teams to follow up on quality issues, improvement actions and cross-service learning opportunities. - Support quality culture-building efforts by encouraging openness in reporting, systems thinking, shared accountability, continuous improvement and learning across services.	
Associate, Care Navigation	- Be a Diploma or degree holder in any discipline. - Have at least 2-3 years of relevant experience. - Be patient and enjoy helping seniors and their families. - Be tech-savvy and able to learn and multitask as various IT systems would be used. - Have strong communication skills. - Be meticulous and detail oriented. - It would be great if you: Have prior experience in healthcare or community care.	- As a member of the Care Navigation team, you will contribute to customer service excellence by demonstrating empathy towards seniors and their family members who contact NTUC Health, understanding their circumstances, and recommending appropriate services to meet their needs. Training will be provided to equip you with the necessary knowledge to perform your role. You will need to: - Demonstrate a strong understanding of eldercare services that meet the needs of seniors. - Attend customers' calls and email inquiries. - Assess customers' needs, recommend suitable services, and facilitate their enrolment and application processes. - Conduct needs assessments, including observations and interviews with seniors and their families, as required. - Collaborate closely with service providers to ensure timely enrolment and ongoing	5-days work week - Monday to Friday: 8.30am to 6pm - Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		support for seniors' changing needs. • Participate in meetings, take minutes, and track follow-up actions. • Represent NTUC Health at occasional roadshows to promote eldercare services. • Provide administrative and operational support to the team and undertake ad hoc duties as assigned by the Reporting Officer (RO).	
Associate, Facilities	• At least 1 year of related experience. • Good team player. • Able to read and write simple English. • Able to lift heavy items. • Able to do shift work, including weekends and public holidays. • Experience in SAP system is an added advantage.	• Conduct general repair and maintenance of premises and equipment. • Prepare and arrange rooms in the Home for different functions. • Assist in assets movement and labelling of assets. • Ensure the key facilities are functional and trigger external maintenance when needed Report to the Reporting Officer of any equipment malfunction or breakdown. • Man the Fire Command Centre, CCTV monitoring system, fire safety alarm system and attend to security issues, eg. activate SCDF when required. • Participate as member of the Home's Fire Safety Committee and support Operations to attend to any fire haze. • Ensure that safety precautions are taken in the course of work. • Assist in inventory management. • Any other duties as assigned.	• 5-days work week • Monday to Friday: 8.30am to 6pm • Various locations
Associate, HR Shared Services	• Diploma or Bachelor's Degree in Business Administration / Human Resource • 3 years of relevant HR experience. • Able to manage high volumes, work under	• As an Associate of HR Shared Services, you will report to the Manager of HR Shared Services. You will work closely with HR Business Partners, Talent Acquisition and Learning & Development to assist and support in HR	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	tight timelines and respond positively to changing priorities. • Meticulous and strong attention to details, able to handle large volume of data on spreadsheet with due care. • Strong in Google Workspace collaborative tools and Excel. • Take initiative to propose solutions on work issues. • Experience in HR Shared Services environment and SuccessFactors system is an added advantage.	related functions of the assigned business division. • Manage full onboarding and orientation activities to ensure smooth and seamless candidates experience. Functions as the main liaison amongst recruitment, HR Business Partners and HRIS team to enable smooth HR services provision, alignment and connecting the dots effectively. • Manage the day-to-day operations of the shared services centre to ensure deliverables and service levels are met. • Support insurance related activities such as supporting staff enquiries/claims and managing enrolment/termination. • Participate in ad-hoc HR projects and other related assignments, assist in annual HR activities where required. e.g. performance appraisal exercises, salary and bonus reviews. • Participate in continuous process improvement projects and policies review to implement standardisation and simplification initiatives to drive higher performance, efficiency and productivity within HR. • Manage internal and external audit activities for the HR department with various stakeholders.	
Associate, Talent Attraction (1 Year Contract)	• Hold a Degree in Human Resource Management or equivalent. • Have proven experience in talent attraction, recruitment, or a related role, preferably within the healthcare sector.	• NTUC Health is one of the largest community health and eldercare providers in Singapore. We are looking to make a difference in our community and are recruiting dynamic and capable individuals to join the Human Resources team. You can expect to work with a team of	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Possess strong interpersonal and communication skills, with the ability to effectively engage and influence all stakeholders. • Have exceptional organizational abilities, with a keen attention to detail and the capacity to manage multiple tasks simultaneously. • Be proficient in using applicant tracking systems (ATS) and other recruitment-related tools. • Hold knowledge of recruitment reporting and proficiency in ATS systems and Excel to support hiring reports and candidate tracking. • Possess creative thinking and problem-solving skills to address challenges and devise innovative talent attraction strategies. • Proficient in recruitment reporting, data analysis, and dashboard management, with strong attention to detail and data accuracy.	agile and committed HR professionals. Talent Attraction Associate will work closely with hiring managers to implement long-term manpower planning strategy. • This includes identifying appropriate sources of talents and management of strategic partners to develop talent pipeline supporting business growth and employer branding. • The ideal candidate should possess strong communication skills and stakeholder management skills, a proactive mindset, and the ability to manage business unit expectations while demonstrating a visible commitment to fulfilling recruitment goals. You will have to: • Collaborate closely with business units to understand their hiring requirements and develop and implement innovative talent attraction strategies to source and hire qualified candidates. • Craft compelling job descriptions and advertisements that effectively communicate the organization's culture, values, and opportunities. • Utilize a variety of sourcing methods, including but not limited to job boards, social media, networking events, and industry-specific platforms. • Coordinate the end-to-end recruitment process, including interview scheduling, recruitment coordination, and ensuring timely communication between candidates, hiring managers, and the recruitment team.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Support and manage high-volume hiring while maintaining quality, efficiency, and a positive candidate experience. - Regularly track and report on key talent attraction metrics, providing insights and recommendations for optimizing recruitment strategies. - Collaborate with cross-functional teams to ensure a seamless, positive candidate experience throughout recruitment. - Stay informed about healthcare regulations, compliance requirements, and industry best practices that impact the recruitment process. - Prepare and maintain accurate recruitment reports and dashboards, providing timely workforce insights and data analysis to support hiring decisions, workforce planning, and management reporting.	
Associate, Transport	- Have a minimum of Primary School education or equivalent. - Possess a valid Class 3/3A Singapore driving license with a clean driving record. - Be physically fit to assist residents with mobility challenges and perform manual tasks. - Demonstrate responsibility, reliability, and a strong service orientation. It would be great if you: - Are certified in CPR/First Aid or willing to be trained.	- As an Operations Associate, Transport & Facilities, you will support the smooth daily operations related to both transportation and facility management within the Residential Care Centre. - This dual role requires ensuring safe and timely transport services for residents, as well as maintaining a clean, safe, and functional environment. You will liaise with vendors, assist residents, monitor equipment, and perform routine upkeep tasks to enhance overall resident care experience. You will need to: Transport Duties: - Operate transport vehicles to safely ferry residents to	5-days work week - Monday to Friday: 8.30am to 6pm - Singapore 518063

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Have prior experience in eldercare transport or facilities management. - Are familiar with basic building systems and workplace safety practices. - Are willing to work weekends or shifts as needed. - Possess good teamwork and interpersonal skills.	medical appointments, homes, and other locations. - Assist residents during boarding and alighting, especially those with mobility challenges. - Conduct vehicle safety checks before and after trips and maintain vehicle cleanliness. - Follow transport schedules and report any issues promptly. - Support resident escorting during outings or medical visits as required. Facilities Duties: - Perform routine checks on premises to ensure cleanliness, safety, and equipment functionality. - Assist with minor maintenance tasks such as replacing bulbs or reporting repair needs. - Coordinate with vendors for cleaning, pest control, and waste management services. - Support preventive maintenance and safety compliance activities. - Assist with setup and logistics for events or operational needs.	
Care Associate	- Hold a minimum GCE N' or O' Level certificate. - PSLE education certification would require an additional International English Language Testing System (IELTS) certification. - Possess a certificate/ training in healthcare or equivalent. - Be able to thrive in a collaborative and dynamic environment. - Have a caring, empathetic, and patient personality to	- As a Care Associate, you will be part of an integrated care team that delivers a person-centered care model for our seniors, including persons with dementia. We aim to promote seniors' independence and maintain their cognitive and physical functions, through targeted programmes and personalised care plans, ensuring they lead fulfilling lives. You will need to: - Perform activities for daily living (ADLs), including assistance with personal	15 to 30 hours weekly. - Expected shift hours from 7am to 4.30pm / 7.30am to 5pm / 8am to 5.30pm / 8.30am to 6pm / 9am to 6.30pm. - Centre Operating Hours: 7am to 7pm. - Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	form positive relationships with seniors and caregivers. • Have strong communication and problem-solving skills. • Be proficient in Google Suite Applications.	hygiene, mobility, toileting, diaper changing, and feeding. • Monitor seniors' medical and health conditions. • Facilitate small group activities and exercises catered to the seniors' interests. • Engage seniors, including those with dementia, in meaningful and stimulating activities that promote mental and emotional well-being. • Perform general housekeeping to maintain the cleanliness and hygiene of the centres. • Escort and assist seniors during transportation to and from the care centre ensuring their safety and comfort throughout the journey.	
Care Concierge, Service Quality	• A recognized Diploma or Degree. • At least two years of work experience, preferably requiring interaction with a diversity of people. • Knowledge of geriatrics or experience caring for the elderly (eg; being a caregiver or volunteering) an added advantage. • A People-oriented mindset and willing to work the ground.	• You will be responsible for assisting with the onboarding of Nursing Home residents and ensuring that they continue to receive the quality of care as described in NTUC Health Care Philosophy and Service Standards. • As a Care Concierge, you will be interacting with residents from all walks of life. Many of them have multiple medical conditions which may affect their behaviour and disposition. To succeed in this role, you must enjoy interacting with people from diverse backgrounds, be empathetic and be able to appreciate their point of view. • This is not a desk-bound job and will require constantly being on the move. The joys of the job come in appreciation from residents and their next-of-kin as transitioning to a new living arrangement can be challenging. Not to mention grateful colleagues as your value add to their work and the resident experience!	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 648967

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		You will need to: • Champion the customer journey experience. • Act as the main liaison and single point of contact (Care Concierge) for next-of-kin of our nursing home residents. • Engage caregivers and residents at the pre-admission stage to address any concerns or anxieties and to better understand the specific needs of the resident. • Conduct pre-admission counselling sessions to help caregivers understand the fees, services provided, philosophy of care, living conditions and expectations of residents and next of kin. • Receive the resident on the day of admission, conduct orientation and ensure that the resident settles in well to the new environment. • Actively engage residents and caregivers throughout the period of stay and address any concerns that may arise by working together with the multidisciplinary care team. • Be involved in multidisciplinary discussions as part of patient-centered/directed care planning by providing relevant information of residents' social background, preferences and habits. • Support service quality initiatives. • Help to develop and maintain important touchpoints for the resident journey from pre-admission to discharge. • Assist in the measuring and monitoring of customer satisfaction via residents focus groups, periodic audits, residents satisfaction surveys, etc.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Assist the manager in implementation of internal and external service recognition programs and events e.g. annual Service Excellence Award. - Provide input during team meetings on service gaps based on the feedback received and propose service initiatives and training programmes for continuous improvements.	
Case Executive	- Have good knowledge of geriatrics and community services. - Be proficient in Google Suite applications. - Have strong communication and stakeholder management skills. - Be passionate about community services and be service-oriented. - Have good assessment and decision-making skills. - Be meticulous and enjoy working independently.	- Join us as a Case Executive and be part of our CREST-PDS team. You will need to: - Provide case management support to clients who are newly diagnosed with dementia and their caregivers. - Provide care coordination and service linkage to clients with dementia and their caregivers, with the appropriate resources and support including caregiver support. - Participate in multi-disciplinary case discussions with hospital professionals relating to the well-being of clients who are diagnosed with dementia. - Conduct regular home visits to monitor the well-being of the caregiver and client with dementia. - Support the evaluation and documentation of the programme. - Support other ad-hoc assignments as assigned by CREST-PDS Lead/Department Head.	5-days work week - Monday to Friday: 8.30am to 6pm - Singapore 151121
Centre Director	- At least a Bachelor's degree. - At least 3 years or more leadership experience in the healthcare industry.	The Centre Director is overall responsible for all aspects of the Nursing Home and will oversee the planning and implementation of activities at the Nursing Home in	5-days work week - Monday to Friday: 8.30am to 6pm - Singapore 468984

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	It would be great if you have: • Clinical background. • Excellent analytical skills, interpersonal and communications skills. • Sound knowledge of community resources and long-term care services.	compliance with regulatory requirements and in accordance with established policies and procedures. The incumbent will also drive and lead transformational and quality improvement initiatives including the application of technology to complement and enhance an integrated and seamless journey for the residents. • Through leading the team, the incumbent will provide project management, operations and administrative oversight on all development and improvement works at the Home. He/she will work closely with internal / external stakeholders and ensure that operational efficiency and productivity, residential care and safety are in line with Nursing Home's objectives and protocols. • As the incumbent spearheads and co-leads the advancement and transformation of a person centric care delivery journey, he/she would also guide and coach reporting staff in meeting evolving challenges and opportunities as part of their growth and development within the organization. • The scope includes reviewing existing policies, procedures, work instructions, as well as conducting financial and budgetary assessment of assigned projects, for timely status update to Management. Key Responsibilities: Stakeholders and Regulators' Engagement: • Responsible for strengthening relationships with stakeholders (e.g. MOH, AIC), community care organizations, public health institutions, grassroots	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		organizations, the community at large, and seniors and seniors' next-of-kins. Operations: • Responsible for the operations of the Home, including meeting the KPIs set by MOH and AIC. • Ensures that services provided are in compliance with policies, service standards and applicable laws and regulations. • Ensures that the clinical and business processes are implemented according to statutory requirements and standards. • Ensures that the facility and equipment are well-maintained, welfare of seniors a key priority. Resource Management: • Leads and coaches staff, as well as attracts and retains qualified staff, to achieve optimal staff strength; facilitates staff development and competencies upgrading, in-house training, and implements new processes, where appropriate Continuous Quality Improvement: • Implements continuous quality improvement activities with the operations, clinical and support teams. • Directs and participates in the collection and analysis of data to identify opportunities for improvement. • Analyses trends and changing needs of the residents in institutional settings. Budgets and Profitability: • Works with Finance on the development of an operating	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		and capital budget for the Home. • Provide a budget for actual financial statements for management purposes. Prepare interim budgets as required by the Management team. • Responsible for managing resources and expenses, ensuring operational sustainability. • Provides accurate and complete information needed for the preparation of financial reports as required by law or certification, registration or accreditation status. Balanced Scorecard: • Responsible for ensuring that the Home meets targets on the Balanced Scorecard. • Responsible for ensuring that the information is reported to the Management team.	
Centre Manager	• Hold a Masters or Degree in Business Management / Psychology / Gerontology or other relevant fields (Diploma holders with relevant working experience will be considered). • Thrive in a collaborative and dynamic environment. • Have strong communication and stakeholder management skills. • Be proficient in Google Suite Applications. It would be great if you: • Work best in a team environment. • Can converse in local languages in order to	• At NTUC Health, we believe age is just a number! Seniors can lead exciting, purpose-driven lives, doing the things they love. If you have a strong desire to help seniors redefine their golden years and continue living vibrantly like we do, join us! • Our goal is to make our seniors' lives more fulfilling. That is why our community and volunteer activities are at the heart of what we do. You will manage an Active Ageing Centre/s (AAC) within a sub-region as Assistant Centre Manager. • Centre Managers may be expected to manage a few AAC within a sub-region. You will also ensure smooth operations of the AAC and work closely with key stakeholders to implement initiatives to	• 5-days work week • Monday to Friday: 8.30am to 6pm • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	communicate with seniors.	inspire, energise and celebrate joyful living for our seniors. You will need to: • Oversee daily operations and administrative matters. • Ensure timely evaluation and accurate reporting of centre's outcomes to the management and funder. • Support and guide team members through formal learning, on-the-job learning and mentorships. • Plan and lead community outreach activities/programmes to promote AAC's programmes. • Build partnerships within the Regional Health System, with Community Partners and Volunteers (including Grassroots), among others. • Empower and develop active seniors to serve other vulnerable seniors in the community.	
Community Care Associate	• Have minimum WPLN Level 4 in Reading, Listening, and Speaking, and Level 3 in Writing. • Have the ability to thrive in a collaborative and dynamic environment. • Be empathetic and form positive relationships with seniors and caregivers. • Have strong communication and problem-solving skills. • Be proficient in Google Suite Applications. It would be great if you: • Possess a Certificate in Healthcare or a related course.	• As a Community Care Associate, you are a vital member of a dedicated care team, ensuring that our seniors leave our centres happy and eager to return. • Through our person-centered care model, you will promote seniors' independence and stimulate their cognitive and physical functions while attending to their care needs. With support and training from our team of professionals, you will continue to grow in your role. We are here to help you grow in your career and achieve your full potential in a nurturing and collaborative environment. You will need to: • Assist in serving pre-packed medication.	• Monday to Friday, 42.5 working hours per week, 8.5 hours per day. • Expected shift hours from 7am to 4.30pm, 7.30am to 5pm, 8am to 5.30pm, 8.30am to 6pm, 9am to 6.30pm. Centre operating hours: 7am to 7pm • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Have experience in social services or the healthcare industry. - Demonstrate facilitation skills and healthcare knowledge.	- Assist in client health monitoring and assessment. - Aid in meal preparation and serving. - Assist in the implementation and monitoring of the Initiate Care Plan (ICP). - Provide dysphagia care and EatSafe protocol. - Support clients in distress including persons living with dementia. - Assist in the Modified Barthel Index (MBI) assessment. - Plan and conduct structured and interactive activities. - Perform basic Activities of Daily Living (ADL). - Assist with Passive Range of Motion exercises (PROM). - Implement and support individual therapy. - Perform escort duties and build rapport with clients and their family members. - Assist in cleaning and disinfecting tasks. - Participate in and support centre events.	
Community Care Executive	- Possess strong interpersonal and communication skills, both verbal and written. - Hold a Diploma preferably in social service or related discipline. - Be able to work independently and at the same time, be a team player who is able to work cohesively with all levels. - Be proficient in Google Suite Applications. - Possess a growth mindset and embrace continuous learning and development.	- You will be part of an integrated care team that delivers a person-centred care model for our seniors, including persons with dementia. Ideally, this person should also be promoting seniors' independence and maintaining their cognitive and physical functions. You will assist the Community Care Manager (CCM) in ensuring smooth operations of the Senior Day Care Centre (SCC). You will need to: Care Delivery: - Supervise and provide support to the direct care team on the delivery of Assisted Daily Living (ADL) tasks.	5-days work week - Monday to Friday: 8.30am to 6pm - Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• It would be great if you: • Possess work experience in the hospitality sector or community support. • Have experience managing and leading teams.	• Coordinate and implement senior's individual care plan. • Supervise and maintain a safe and clean environment. • Conduct regular engagement with seniors to monitor their cognition and functional well-being. • Collaborate with healthcare professionals to track and report any concerns or issues. • Implement programmes as per guidelines and continually seek feedback to improve their effectiveness. • Tailor centre-based programmes, including intergenerational and volunteer programmes while adhering to the approved guidelines. • Support the preparation of relevant documentation to assist in incident reporting. Stakeholder Engagement: • Support Next-of-Kin and Caregiver by providing information and guidance on the client's care. Administration & Operations: • Monitor inventory levels and submit inventory requests to Procurement or Facilities. • Liaise with vendors, technicians and facilities management on maintenance of centre amenities, transportation arrangements for clients. • Support the trialing and evaluation of new equipment or technology, including gathering feedback from users. • Supervise and support the execution of crisis response Standard Operating Procedures (SOPs) by staff. • Plan staff roster and manage day-to-day changes.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Quality Management: • Support the Community Care Manager in preparing and gathering documents for Internal and External Audits. • Supervise and support the execution of new non-clinical SOPs People Management: • Supervise the delivery of activities by volunteers. • Gather feedback on volunteers for re-engagement. • Schedule training courses and on-the-job training for staff • Plan and schedule trainings. • Conduct on-the-job training and assessments.	
Community Care Manager	• Be a Degree holder or equivalent. • Possess a minimum of 5 years of managerial experience. • Demonstrate the ability to listen and express clearly and concisely. • Be proficient in Google Suite and digital tools (WhatsApp, Youtube, Zoom) • Demonstrate adaptive skills such as creativity and adopt new ways of getting things done. • Display the ability to lead people and manage clients from diverse backgrounds and level. • Have a caring, empathetic and patient personality to establish positive relationships with seniors and caregivers. • Be proactive and observant in identifying and attending to the	• You will be responsible for managing and supervising a team of support staff to ensure the smooth operations of the Day Care Centre. • Duties include staff management, Client's enquiries, feedbacks and complaints and client's behavior management. You will need to: • Manage daily centre operations. • Ensure the smooth management of centre operations e.g. scheduling, documentation, cleanliness of workplace & client safety. • Ensure that enrolment targets are met through partnerships and marketing. • Lead and supervise care team to deliver care duties. • Meet guests and visitors in a friendly and welcoming manner and manage timely follow-up to their queries. • Increase productivity through the continual streamlining of processes and workflows.	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 160141

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	needs of seniors and staff. It would be great if you: • Possess facilitation skills and knowledge. • Have some experience in community and volunteer involvement.	• Ensure compliance with International Organization for Standardization (ISO), regulatory and internal audits. • Lead the team to build up a credible professional image and positive branding of NTUC Health through positive and professional relationships with clients, caregivers and other stakeholders. • Ensure that the team attends continuous internal and external training to upskill their knowledge and skills. • Oversee the centre programme for our seniors. • Organise and execute activities that cater to needs and interests of seniors. • Train and guide care staff to lead and facilitate small group activities. • Promote active engagement and tailor participation of activities to seniors' choices and abilities. • Track clients' outcomes and satisfaction. • Proactively engage the caregivers of our seniors. • Provide regular updates of seniors' medical and health conditions. • Communicate the beneficial outcomes of the centre activities and events. • Manage feedback and complaints from caregivers. • Be responsible for incident management including reporting, timely escalation and timely resolution where possible.	
Data Analyst	• 2-4 years of experience in data analytics, social science research, or public health data evaluation. (Experience in the social or	• We are seeking a mission-driven Data Analyst for our Active Ageing Centre setting to transform raw program data into actionable insights that empower seniors to live healthier, more connected	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	healthcare sector is highly advantageous). • Strong command of data analysis tools such as SQL, Python, or R. • Proficiency in creating reports and dashboards using platforms like Tableau, Power BI, or Google Data Studio. • Excellent interpersonal skills with the ability to communicate complex data findings to non-technical audiences (e.g., internal staff, senior beneficiaries, and volunteers). • Passion for eldercare, active ageing, and the non-profit sector. High patience, emotional intelligence, and respect for the senior demographic.	lives. You will bridge the gap between frontline community work and data-driven decision-making by evaluating the impact of active ageing programs and services on senior well-being. Key Responsibilities: • Impact Evaluation & Outcome Measurement: Design and implement data collection frameworks to measure the effectiveness of active ageing programs and services • Data Management & Integrity: Build and maintain secure databases tracking senior participation, KPIs, health indicators, and feedback, ensuring strict adherence to personal data privacy laws. • Trend Analysis & Reporting: Analyze complex datasets to identify trends in senior engagement, predict service demand, and uncover areas for program/service improvement. • Visual Storytelling: Develop interactive dashboards (e.g., using Tableau or Power BI) to present clear, digestible performance metrics to internal stakeholders, policymakers, and funding partners. • Operational Optimization: Work closely with program management, quality management and community researcher to streamline workflows, optimize resource allocation, and identify gaps in community outreach, seniors engagement.	
Executive, Programme	• Possess a Diploma or Degree in Community Development, Social Work, Gerontology,	• As an Executive, Programme and Community Partnership, you will support the planning and execution of programmes that promote the well-being	• 5-days work week • Monday to Friday: 8.30am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Events Management, or a related field. • Have 1–2 years of experience in programme coordination, events planning, or community engagement. • Demonstrate strong organisational and communication skills. • Be comfortable working with seniors and individuals from diverse backgrounds. • Be proactive, resourceful, and a team player. • Be proficient in Microsoft Office or G Suite tools for documentation and scheduling. It would be great if you: • Have experience working in eldercare, healthcare, or non-profit/community organisations. • Are familiar with volunteer coordination and engagement frameworks. • Are able to communicate in a local dialect or second language to engage effectively with seniors and caregivers. • Have experience managing social events, wellness programmes, or corporate social responsibility (CSR) initiatives.	and engagement of seniors in our residential care facilities. You will also help cultivate partnerships with community groups, volunteers, schools, and corporate partners to enhance the quality and variety of activities offered to residents. • This role plays a vital part in ensuring that seniors enjoy meaningful experiences that promote active ageing, social connection, and emotional well-being. You will need to: • Assist in the planning, coordination, and implementation of centre-based programmes and events for residents. • Liaise with internal teams (nursing, therapy, operations) to ensure programme activities align with residents' care plans. • Support the development and maintenance of partnerships with community stakeholders, volunteers, schools, and corporate partners. • Coordinate logistics for activities, including sourcing materials, booking venues, and managing schedules. • Support volunteer engagement, including recruitment, onboarding, coordination, and appreciation efforts. • Collect and document feedback from residents, staff, and partners to evaluate programme impact. • Maintain accurate records of participation, donations, volunteer hours, and partnership engagements. • Assist in preparing reports, proposals, and documentation	• Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		for grants or funding where necessary. • Represent the organisation during community events or partnership meetings as needed. • Perform any other administrative or coordination duties as assigned by the reporting officer.	
Executive, Programme and Community Partnership	• Possess a Diploma or Degree in Community Development, Social Work, Gerontology, Events Management, or a related field. • Have 1–2 years of experience in programme coordination, events planning, or community engagement. • Demonstrate strong organisational and communication skills. • Be comfortable working with seniors and individuals from diverse backgrounds • Be proactive, resourceful, and a team player. • Be proficient in Microsoft Office or G Suite tools for documentation and scheduling. It would be great if you: • Have experience working in eldercare, healthcare, or non-profit/community organisations. • Are familiar with volunteer coordination and engagement frameworks. • Are able to communicate in a local dialect or second	• As an Executive, Programme and Community Partnership, you will support the planning and execution of programmes that promote the well-being and engagement of seniors in our residential care facilities. You will also help cultivate partnerships with community groups, volunteers, schools, and corporate partners to enhance the quality and variety of activities offered to residents. • This role plays a vital part in ensuring that seniors enjoy meaningful experiences that promote active ageing, social connection, and emotional well-being. You will need to: • Assist in the planning, coordination, and implementation of centre-based programmes and events for residents. • Liaise with internal teams (nursing, therapy, operations) to ensure programme activities align with residents' care plans. • Support the development and maintenance of partnerships with community stakeholders, volunteers, schools, and corporate partners. • Coordinate logistics for activities, including sourcing materials, booking venues, and managing schedules.	• 5-days work week • Monday to Friday: 8.30am to 6pm • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	language to engage effectively with seniors and caregivers. Have experience managing social events, wellness programmes, or corporate social responsibility (CSR) initiatives.	- Support volunteer engagement, including recruitment, onboarding, coordination, and appreciation efforts. - Collect and document feedback from residents, staff, and partners to evaluate programme impact. - Maintain accurate records of participation, donations, volunteer hours, and partnership engagements. - Assist in preparing reports, proposals, and documentation for grants or funding where necessary. - Represent the organisation during community events or partnership meetings as needed. - Perform any other administrative or coordination duties as assigned by the reporting officer.	
Exercise Trainer	- Possess a WSQ Certificate / Advance Certificate in Therapy Services, or Certificate or Diploma in related Sports, fitness training or related fields. - Have at least 2 years of experience conducting fitness classes. - Have a lively personality with engaging communication skills. - Be comfortable with change and new programmes. - Be first aid certified. - Possess experience working with elderly clients.	- The Exercise Trainer will be responsible for conducting fitness programmes for seniors under NTUC Health's Active Ageing Services. You will need to: - Conducting fitness classes. - Conduct fitness programmes for seniors. - Receive training on new fitness programmes that will be introduced regularly. - Conduct pre- and post-programme assessments for clients. - Attend to walk-in customers. - Maintain a safe, hygienic and conducive environment. - Maintain client records and mark attendance in the system. - Participate in marketing/promotional activities to promote NTUC Health's active ageing services.	5-days work week - Monday to Friday: 8.30am to 6pm - Singapore 98917

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Maintain inventory of equipment used for exercise programmes. - Participate in team meetings and other operational tasks as needed.	
Housekeeper	- Have minimum secondary qualification. - Possess experience in cleaning services or housekeeping. - Be able to use a vacuum cleaner. - Be able speak and understand simple English. - Be able to commit to Mon-Fri work schedule (Morning/afternoon shift and Saturday morning).	- 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. You will need to: - Perform basic housekeeping of the Active Ageing Centre. - Maintain records of toilet cleaning. - Sweep and mop the floor. - Wash toilets and dry them if wet. - Clean cupboards, windows, mirrors, tables and chairs.	5-days work week - Monday to Friday: 8.30am to 6pm - Singapore 570233
Manager, Applications	- Bachelor's degree in Information Technology, Computer Science, or a related field. - Minimum of 5 years of progressive experience in IT, with at least 1 years specifically managing AI related projects. - Proven track record of successfully delivering projects as a Project Manager or Lead. - Strong understanding of business claims process and integration points. - Excellent project management skills. - Exceptional communication, interpersonal, and presentation skills, with the ability to influence and negotiate at all levels.	- We are seeking a highly experienced and self-directed Applications Manager to act as a Project Manager for Claims system implementation and AI transformation initiatives as well as provide level 2 support for existing applications. - You will act as the key translator between non-technical business stakeholders, domain experts, and vendors. This role requires a blend of deep technical understanding of claims systems, strong project management acumen, and a comprehensive grasp of financial processes. The successful candidate will independently drive project success from initiation to closure, ensuring on-time, on-budget, and high-quality delivery of complex ERP solutions that align with business objectives.	5-days work week - Monday to Friday: 8.30am to 6pm - Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Strong analytical and problem-solving abilities, with a keen eye for detail. - Ability to work independently, manage multiple priorities, and thrive in a fast-paced, dynamic environment.	Responsibilities: Project Leadership & Management: - Drive business claims projects from initiation to closure, ensuring on-time and on-budget delivery. - Collaborate with senior management to define project scope, goals, and comprehensive execution plans. - Manage resources, timelines, and dependencies while proactively mitigating risks and scope changes. - Lead and mentor project teams and contractors, fostering accountability and high performance. - Conduct post-project evaluations to identify improvements and oversee project budget adherence. Domain Expertise: - Leverage expertise in Claims/Expense Management systems to guide configuration, testing, and deployment. - Translate business requirements into technical designs and manage system integration points. - Apply AI/ML expertise to solution business problems and navigate the AI/data lifecycle. Stakeholder Management & Communication: - Serve as the primary IT liaison, translating complex technical topics for non-technical stakeholders. - Build strong relationships across finance, operations, and IT to drive consensus and validation.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Communicate status, risks, and strategic updates clearly to all organizational levels. Risk Management & Quality Assurance: - Identify and mitigate technical, operational, and ethical risks, particularly in AI projects. - Ensure compliance with IT standards and oversee comprehensive testing to guarantee data integrity. - Implement change management strategies to ensure successful user adoption of new tools. - Documentation & Knowledge Transfer: - Maintain accurate project documentation and facilitate knowledge transfer to support teams and end-users.	
Manager, HR Systems	- Bachelor's Degree in Business Administration, Human Resources, or a related discipline. - Minimum 5 years of relevant HR experience. - Ability to manage high volumes of work, meet tight deadlines, and adapt to changing priorities. - Meticulous with strong attention to detail and the ability to manage large volumes of data accurately. - Proficient in Google Workspace collaborative tools and Microsoft Excel. - Able to work independently with minimal supervision. - Able to handle sensitive and confidential	- Partner with HR stakeholders and cross-functional teams to gather requirements, analyse business needs, and translate them into functional requirements for HR systems enhancements and projects. - Review and optimise HR processes, develop workflows, define roles and responsibilities, and identify opportunities for automation and process improvements. - Manage User Acceptance Testing (UAT), including test planning, execution, issue tracking, and stakeholder coordination. - Provide day-to-day HR systems support, manage enquiries and incidents, and collaborate with internal and external partners to ensure timely resolution. - Develop and maintain HR systems documentation, including SOPs, workflows, configuration records, and user	5-days work week - Monday to Friday: 8.30am to 6pm - Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	information with discretion. - Proactive in identifying issues and proposing practical solutions. - Experience in an HR Shared Services environment and knowledge of SuccessFactors is an added advantage.	guides to support governance and knowledge continuity. - Support change management activities, including communications, training, and user adoption for new systems, processes, and enhancements. - Monitor HR system performance and drive continuous improvements in operational efficiency, user experience, and data quality. - Collaborate with HR, IT, vendors, and project teams to deliver project milestones, manage risks, and provide regular updates to stakeholders. - Undertake additional projects and responsibilities as assigned by the Senior Manager, HR Shared Services & Systems.	
Manager, Operations	- Hold a Degree in Business/Building/Facilities Management/Engineering. - Have 5-8 years of relevant experience, of which 2 years in a supervisory role. - Demonstrate excellent analytical and problem-solving skills. - Exhibit good coordination, interpersonal and people management skills. - Possess good communication skills. - Apply knowledge of data analytics, visualization, and related software. It would be great if you: - Have practical knowledge of Nursing Home's operations.	- The Manager, Operations shall assist the Senior Manager in leading the Operations Department to drive operational excellence in the Nursing Home. This includes ensuring that the Nursing Home is in compliance with all regulatory, licensing, safety, and environmental requirements; as well as implementing measures to ensure that the physical integrity of the building structure, its appearance, and optimal functions meet the necessary standards. You will need to: - Lead and manage the Operations team in ensuring the smooth delivery of the facilities, laundry, housekeeping, fire command center, and transportation services in the nursing home. - Plan, communicate and implement policies, and ensure	5-days work week - Monday to Friday: 8.30am to 6pm - Singapore 468984

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		procedures meet operational excellence. • Manage and oversee the development of the nursing home in collaboration with health authorities and agencies. • Develop and implement operations strategy for the nursing home, including but not limited to efficiency and productivity-related projects. • Manage the streamlining of cross-department workflows and processes to maintain operational excellence. • Engage and ensure service delivery of contracted vendors and services providers to meet business and operational requirements. • Assess and submit both ongoing and emergent requests for the maintenance of environmental services and equipment of the Home. • Ensure that adequate measures are taken to maintain and upkeep the building and environment so as to protect the health and safety of all residents and staff in the nursing home. • Maintain and upkeep operational SOP and act as subject matter expert to handle regular audits as required, both internal and external. • Manage and oversee the department's budgets and expenditures. • Timely reporting and analysis of Operations Management System KPIs. (to consult Centre Director). • Perform other duties as assigned such as: • Involve in budget planning and work with other departments to monitor expenses allocated.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Assist in developing new nursing homes, such as acquiring equipment, development projects, costing, and planning with the Centre Director.	
Manager, Strategy & Data Analytics	- Bachelor's Degree in Business Management, Business Analytics, Data Science, Healthcare Administration, Health Services Management, Public Health or a related discipline. - At least 3 years of relevant experience in strategic planning, business analytics, service development, project management or the healthcare/community care sector, including a minimum of 2 years leading projects or strategic initiatives. - Strong analytical and critical thinking skills, with the ability to translate complex data into meaningful insights, recommendations and business strategies. - Experience in data analytics, dashboard development and data visualisation using platforms such as Power BI, Tableau or equivalent. Working knowledge of SQL, Python, or other data analytics tools will be an advantage. - Proven experience in project management, organisational transformation, process improvement or service redesign.	- The Manager, Strategy, Performance & Data Analytics provides strategic leadership to strengthen organisational capability, service planning, performance management, and data-driven decision-making across Community Social Services (CSS). - Reporting to the Head, Community Social Services, the incumbent will lead strategic planning, performance reporting, service analytics, digital transformation and continuous improvement initiatives to ensure services remain responsive, sustainable and outcome-focused. - The role partners closely with programme leads, finance, quality, digital transformation, researchers and external stakeholders to translate organisational strategy into operational excellence while supporting innovation and future service development. Strategy & Service Development: - Support the Head of CSS in developing and implementing departmental strategic plans aligned with organisational priorities. - Conduct environmental scanning, market research and policy analysis to identify emerging trends, population needs and opportunities for service innovation. - Lead strategic planning for new services, pilot programmes and service expansion initiatives.	5-days work week - Monday to Friday: 8.30am to 6pm - Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Knowledge of Lean, Six Sigma, Agile or Design Thinking methodologies is preferred. • Excellent stakeholder management, facilitation and influencing skills, with the ability to build collaborative relationships across multidisciplinary teams and external partners. • Strong written, verbal and presentation skills, with the ability to communicate complex information clearly to senior management and non-technical audiences. • Highly organised and able to manage multiple priorities, strategic initiatives and projects in a dynamic environment. • Self-driven, adaptable and proactive, with a continuous improvement mindset and a passion for innovation, digital transformation and AI-enabled productivity. • Proficient in Google Workspace, Microsoft Office applications and AI productivity tools (e.g. Gemini). Experience with Microsoft Power Platform will be an advantage. • Passionate about improving the lives of seniors, caregivers and vulnerable individuals through evidence-based, person-centred	• Develop business cases, proposals and papers for Senior Management, Board and external funders. • Support funding applications, grant proposals and service commissioning. • Develop strategic dashboards and data insights to support organisational planning and evidence-based decision-making. Data Governance & Analytics: • Establish governance frameworks to ensure data accuracy, integrity and consistency across CSS programmes. • Standardise data definitions, reporting methodologies and outcome indicators across services. • Develop dashboards and analytical reports to provide actionable insights for strategic planning and service improvement. • Analyse service trends, utilisation patterns and emerging community needs to inform future planning. • Work closely with Quality Management to strengthen service evaluation and continuous quality improvement. • Ensure compliance with PDPA, organisational data governance standards and funder reporting requirements. Innovation & Digital Transformation: • Lead digital transformation initiatives to improve operational efficiency and client outcomes. • Drive automation, AI adoption and workflow redesign across CSS programmes.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	and integrated community care.	- Evaluate new technologies, digital platforms and system enhancements. - Partner with IT, Digital Office and vendors to implement digital solutions. - Promote a culture of innovation and continuous improvement. Operational Excellence: - Review operational workflows and business processes to improve efficiency and service quality. - Develop and review policies, standard operating procedures and governance frameworks. - Support programme leads in implementing organisation-wide initiatives and change management. - Identify operational risks and recommend mitigation strategies. Research, Evaluation & Service Planning: - Develop programme evaluation frameworks to measure client, caregiver and service outcomes. - Collaborate with researchers, healthcare partners and academic institutions on evaluation and implementation projects. - Translate research findings and data insights into service improvements and strategic recommendations. - Support implementation science, outcome measurement and evidence-based practice across CSS programmes. Stakeholder Engagement & Strategic Partnerships: - Partner with internal departments including	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Finance, HR, Quality Management, IT Office and Corporate Planning. • Build and maintain strategic partnerships with MOH, AIC, RHS partners, hospitals, community agencies and funders. • Represent CSS in cross-functional workgroups, strategic projects and sector-wide initiatives. • Coordinate cross-divisional initiatives to strengthen integrated and person-centred care. Business Planning & Governance: • Support annual business planning, budgeting and departmental workplan development. • Prepare management reports, Board papers, business cases and strategic presentations. • Monitor the implementation of strategic initiatives and organisational priorities. • Support governance processes and organisational reporting requirements. • Perform any other duties as assigned by the Head of Community Social Services.	
Manager, Workplace Safety & Health	• Bachelor's degree in any discipline. • At least 5 years of relevant Workplace Safety & Health (WSH) experience, preferably within healthcare facilities management. Preferred certifications: • MOM-registered Workplace Safety & Health Officer (WSHO). • SCDF-registered Fire Safety Manager (FSM). • WSQ Advanced Certificate in	• NTUC Health is one of Singapore's largest community health and eldercare providers. We are looking for a strategic, hands-on Workplace Safety & Health Manager. • Reporting to the Head of Facilities Management, you will act as the team lead for a two-person unit responsible for building a robust safety culture while driving operational efficiency across our facilities including daycare and senior activity centres, and nursing homes.	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Workplace Safety & Health (Level 2). It will be great if you are: Technical Expertise: - Strong knowledge of building codes, fire safety, WSH regulations, risk assessment, and compliance management. - Proficient in Google Workspace, Microsoft Office, and Adobe Acrobat; data analytics experience is an advantage. Leadership & Communication: - Self-driven with strong problem-solving, change management, and stakeholder engagement skills. - Excellent communication skills, including reporting, presentations, and regulatory liaison. Organisation & Compliance - Highly organised, able to manage multiple projects and maintain accurate safety documentation. - Proactive and solution-oriented, ensuring WSH compliance and operational efficiency.	- You will bridge the gap between regulatory compliance and operations, ensuring that as we grow and adopt new technologies, we do so safely, efficiently, and in full compliance with MOH, MOM, and other national standards. Your job scope will cover the following: Strategic Leadership & Governance: Framework Design: Define and implement the organisation's WSH roadmap and fire safety strategy, ensuring alignment with institutional, cluster, and national goals. Compliance Oversight: Maintain full compliance with WSH Act, Fire Safety regulations, ISO, OHSAS, and BizSafe standards. Manage legal registers, certifications, and authority approvals. Management & Reporting: Lead the WSH committee, serve as the Secretariat for the Safety Council, and present data-driven performance reports to senior management. Team Leadership: Mentor and guide the WSH Specialist to execute day-to-day safety activities, fostering a high-performance team environment. Operational Integration & Project Oversight: Project Safety: Provide safety oversight for new center setups, renovations, and maintenance works. Act as the subject matter expert when working with Project Managers and consultants, including managing the Permit-to-Work (PTW) system. Process Alignment: Champion initiatives related to	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		operational alignment, technology adoption, and process efficiency, ensuring safety is integrated into the workflow, not an afterthought. - Stakeholder Bridge: Act as the critical link between operations teams and safety requirements, translating complex regulations into actionable site-level procedures. Risk & Incident Management: - Advanced Risk Assessment: Lead the identification of physical, chemical, biological, and ergonomic hazards. Prioritise risks and ensure control measures are effective. - Incident Investigation: Conduct thorough investigations into WSH incidents, identify root causes, and liaise with law enforcement or external investigators during major incidents. - Emergency Preparedness: Develop and lead emergency response plans, including organising drills and ensuring centre readiness. Culture & Capability Building: - Education & Culture: Develop and deliver engaging WSH training, "brown bag" sessions, and promotional campaigns (e.g., posters, EDMs) to institutionalise a safety-first culture. - Advisory Role: Act as the primary advisor to WSH champions and business unit heads, providing the guidance needed to meet company safety goals.	
Medical Social Worker	- Have a degree or Post Graduate Diploma in Social Work. - Be registered with Singapore Association	The Nursing Home is committed to a Person-Centred Care model, aiming to transform care environments to promote genuine human	5-days work week - Monday to Friday: 8.30am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	of Social Workers (SASW). • Social work in healthcare background preferred. • Have at least 3 years of relevant experience in intermediate and long term care settings. • Good interpersonal and problem-solving skills. • Caring, positive, compassionate and self-disciplined individual. • Ability to work well in a team. • Proficient in Google Workspace (i.e. Gmail, Google Docs, Sheets, Slide).	connection and resident empowerment for our seniors. The Medical Social Workers are integral to this model, providing psychosocial and financial assessments, casework, and interventions. • They also collaborate with the multi-disciplinary team of stakeholders to review individual residents' medical, nursing, therapy, and social aspects as part of delivering person-centric care. This support is crucial throughout the residents' journey, from their admission to their entire stay in the Home. You will need to: • Screen referrals from AIC and work with the nursing teams and relevant stakeholders to assess suitability of the referral. • Co-ordinate and complete onsite referral assessment for any care concerns, if necessary. • Provide supervision and support to the case management executive(s) and care concierge to complete the pre-admission processes. • Work with the multi-disciplinary team and next of kin to ease the resident's transition and adaptation to the new living environment. • Provide bio-psychosocial spiritual (BPSS) assessment and evaluate resident's financial status to develop comprehensive care plans with the multi-disciplinary team. • Provide psychosocial interventions and counselling support to the resident and/or their next of kin, and facilitate communication and visits to preserve family bonds.	• Singapore 468984

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Facilitate family conference and conversation for discussion on care planning eg discharge, advance care planning, lasting power of attorney, deputyship; optimising family involvement in residents' care journey. - Provide caregiver support resources to support families where required. - Review supporting documents for referral to other care options and collaborate with multi-disciplinary team for assistive equipment as recommended by the therapist where required as part of discharge planning. - Work with resident or next-of-kin on assessing eligibility for subsidies and financial considerations. - Review cases and facilitate meetings for cases requiring financial assistance (e.g. deviation, Medifund, MFEC - complex cases). - Assist case management executive in applying for Means Test, AIC Long Term Care Schemes, MFEC - straightforward cases). - Reports and administrative duties. - Work with case management executive to ensure residents' profile and movement are updated in database(s). - Review next-of-kin details and update residents' social reports. - Collaborate with Finance to review residents accounts receivable status when required. - Manage and supervise team members in case management team.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Microtasker	• Ability to use active listening techniques to show care and retain the attention of others. • Ability to work effectively both independently and in a team. • Ability to connect with others and form positive relationships. • Knowledge in basic community services is an added advantage. • Proficiency in G-Suite (Google Mail, Google Docs, Sheets, Slides) is an added advantage. • Willingness to travel and conduct home visit(s).	• This role is to provide outreach and support to our seniors in active ageing, befriending and care referrals. You will need to: • Support attendance recording and registration of existing and new seniors. • Support safe-entry checks, temperature and travel history recording. • Support outreach to attract more seniors to join the centre. • Carry out home visits and help with the community screening requirement for our seniors. • Provide ad-hoc accompanying of vulnerable seniors for their medical appointments. • Provide monitoring of seniors' medication compliance and assist with their health check (eg. blood pressure, weight/BMI checks, etc.) at the self-help stations. • Work with staff to support the food rations distribution. • Support any other duties as assigned when staff are on leave/away and unable to attend to the seniors' needs and enquiries.	• 5-days work week • Monday to Friday: 8.30am to 6pm • Various locations
Programme Associate	• Have a Diploma or Degree from any discipline • Be proficient in Google Suite Applications • Thrive in a collaborative and dynamic environment • Have strong communication and stakeholder management skills • Possess a genuine interest to engage our seniors in the community.	• Our goal is to make our seniors' lives more fulfilling. That is why our community and volunteer activities are at the heart of what we do. Through our Active Ageing Centres, we engage seniors and support them by reaching out to them, understanding their needs, curating programmes that cater to those who are active, and befriending those who are isolated and vulnerable. • As a Programme Associate, you play an important role in sharing our goal in the work of	• 5-days work week • Monday to Friday: 8.30am to 6pm • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		the AAC and assisting the Centre-in-charge in fulfilling the objectives of the AAC and meeting the targets set by the management and funders. You shall also look out for vulnerable seniors and support their needs. You will need to: • Promote NTUC Health Active Ageing Centres' eldercare services and programmes • Conduct/support active ageing programmes and encourage active participation. with seniors which includes conducting community screening assessments, organising and conducting active ageing programmes. • Providing befriending services. Monitoring their vital signs. • Coordinate care and support services through internal referral or to external agencies. • Provide support to seniors at outreach events and programmes. • Carry out administrative functions such as data entry, record keeping and report submissions in a prompt and accurate manner. • May be required to perform additional duties and work over the weekends or after office hours.	
Programme Executive (2 years contract)	• Candidates who possess a Diploma in social service or a related discipline • Candidates who possess working experience in eldercare, health care, and therapy-related areas possess an added advantage.	• At NTUC Health, we believe in empowering seniors to stay physically strong and engaged, helping them live with passion and purpose. We support both active seniors and those who are frail, offering activities to maintain their independence and functional abilities so that they can enjoy more healthy years. If you are passionate about helping seniors live well and age well, join us!	• 5-days work week • Monday to Friday: 8.30am to 6pm • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	You should: • Be skilled in facilitating group sessions and programme. • Be empathetic and form positive relationships with persons with dementia and caregivers. • Thrive in a collaborative and dynamic environment. • Demonstrate strong interpersonal and problem-solving skills. • Be proficient in English and Mandarin. We are seeking candidates proficient in Mandarin to effectively communicate with Mandarin-speaking clients. The ability to converse in dialects will be an added advantage. • Be proficient in Google Suite Applications/MS Office.	• As a Programme Executive for our Fun with Friends Programme, you are a dedicated care team that delivers a person-centred care model for our seniors, including persons with dementia. We aim to promote seniors; independence and maintain their cognitive and physical functions through multi-modality group programmes, ensuring they lead fulfilling lives. • With support and training from our team of professionals, you will continue to grow in your role. We are here to help you grow in your career and achieve your full potential in a nurturing and collaborative environment. You will need to: • Plan and facilitate various multi-modality group activities for persons with dementia; including exercise sessions, meal preparation groups, cognitive games, music and art-related activities. • Manage clients with different mental, and physical conditions and behaviour of concerns relating to dementia and assist in the monitoring of client's health status. • Assist in client's care including providing necessary assistance for transfers, toileting and functional mobility. • Administer assessment to clients and caregivers, perform data collection and entry • Provide timely updates to family/NOK of clients engagement and progress in the programme. • Provide customer support to customers, partners and other external stakeholders, which includes but not limited to	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		enquiries, enrolment, service coordination and feedback. • Support and conduct training for community care associates and volunteers and assist in supervising community care associates in ensuring the smooth running of the programme. • Administrative tasks such as managing client's database, assisting with procurement-related matters, transport claims, monitoring and tracking budgeting and expense records, and planning staff coverage and roster. • Provide basic housekeeping of the programme premises. • Ensure timely and effective communication between internal and external stakeholders (e.g. therapist, exercise trainers and activities facilitators, programme team, volunteers and vendors) in designing and running collaborative programmes. • Prepare timely reports to the management and funders of the programme and assist with internal and external audits to ensure the programme meets the service model requirement. • Assist in outreach and networking events to promote the program, generate new interest and recruit new client.	
Programme Manager	• Preferably hold a general degree. • Resourceful in finding information relating to care needs for seniors to share with NOK. • Patient and meticulous to follow up closely with the enquiries. • Technologically savvy in navigating computer applications.	• In this role, you would be responsible for leading and managing frontline operations of the Home Care department, particularly in the area of optimising manpower and provision of quality customer service and care. You would be working closely with internal stakeholders in the execution and revision of operations policies.	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Good Customer service and communication skills. • Required to travel to different sites islandwide. • Required to wear staff uniform. It would be great if you: • Familiar with Google workspace collaborative tools. • Process mapping skills will also be an advantage. • Ability to communicate fluently in English and a Second Language to communicate better with our elderly clients. • Knowledge of social and healthcare sectors.	• To foster the integration of social and health care needs of the client, you would be required to engage relevant external stakeholders such as social and health partners to develop pilots, process mapping of client journeys. You will need to: Service Coordination: • Coordinate services requested by new clients. Maintain proper documentation in the systems and ensure hard copy filings are completed in a timely manner. • Conduct regular home visits to build rapport and engage clients and their caregivers. • Follow up with clients via regular phone calls to engage and gather feedback on our services. • Collaborate with other social and health partners to recommend care programs according to client's needs. • Monitor Module E Client Onboarding technology during office hours • Counsel and educate caregivers on providing appropriate care and support to clients at home. • Arrange for reassessment of care plans with clients on a 6-monthly basis to determine if client requires continuous service. • Work closely with Operations and Nurse Manager on discharging clients from the service. Manpower Deployment for Frontline Operations: • Responsible for the recruitment of care staff and development of a robust on-boarding training programme.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Provide supervision to care staff by providing timely and regular supervision, coaching on their service delivery to clients. • Work closely with nursing team on their skills competency to ensure the service quality outcome rendered to clients is met. • Support home personal care services and assist them with clients' daily activities of living on an ad hoc basis. Quality Care: • Establish and evaluate processes and policies to ensure the smooth delivery of services and in accordance to MOH guidelines. • Ensure the client satisfaction delivery through constant evaluations of areas of gaps to implement changes to ensure the client satisfaction is maintained at 90%. • Participate in family conference, case discussions on cases with complex needs. • Prepare incident reports and review to continuously improve on gaps that can be mitigated. Community Partnership and Engagement: • Engage and established local partners from social and healthcare sectors to support NTUC Health clients. • Develop and pilot workflows to support ground up initiatives. Communications: • Coordinate and communicate with internal support functions such as IT, HR and Finance, and external stakeholders to ensure smooth operations of Home Care services.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Deliver consistently good customer service including inquiries, and complaints at all times. • Handle phone and email enquiries of current and prospective customers of NTUC Health. • Advise and promote the value of our NTUC Health services to the customers. Key Performance Indicators (KPIs): • Conduct regular outreach on a fortnightly basis to connect and reach out to the residents. • Enrollment and retention of 60 clients per site. • Ensure staff utilisation to be maintained at 90%.	
Senior Administrative Associate	• Min. 'A' Level with good pass in English. • Excellent communication skills both written and verbal. • Min. 2-year related experience in customer service. • Proficiency in Google Suite and/or MS Office. • Ability to multi-task. • Great Customer Service Skills. • Proactive approach and flexibility to support team and colleagues when needed.	• Provide excellent customer service while mending front desk reception duties covering incoming calls and directing calls to appropriate associates/ward. • Provide directions and assistance to all internal and external customers by handling their requests and inquiries. • Manning of triage. • Maintain safety & security of the front office. • Exchange access cards for visitors (Next-of-kins, vendors, etc). • Create Access Card for New Hire. • Track the access card quantity accurately. • Register new visitors, staff on Visitor Management System (VMS). • Create new facial recognition in Sense studio and to remove resignee on a timely manner. • Manage Business Units Uniform Staff Uniform Management.	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 649298

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Co-ordinate and handle mail distribution, the flow of faxes, and courier services. • Handle feedback from all channels and provide appropriate follow-up actions/service recovery. • Handling and receiving of delivery/parcels from vendors. • Monitor QuestLab collection of samples for testing. • Submission of claims for selected Nursing Home purchases (e.g. p-card or cash) via Visa Intellilink and HRMS respectively, including claims for staff welfare events. • Coordinate and prepare meeting room for internal/external training and meetings such as food and beverages, writing material, and set up meeting rooms. • Update the staff phone directory if there are changes. • Ability to manage facilities management at Level 1 (Car Park Barrier, Parking Management, Lift, Fire De-cam. • Assist with resident's pre-admission (pack welcome basket), admission & discharge process. • Ensure that weekly TCU list are arrange and prepare accurately. • Arrange pickup timings for TCUS and liaise with Nursing on any special/ Adhoc arrangement booking outsource ambulance. • Prepare weekly and monthly reports for transportation requests and visitation. • Tagging of Resident Linen base on their bed number. • Manage Lost & Found of Linen. • Any other duties as assigned.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Administrative Associate, Projects	• Diploma in any discipline. • Experience in healthcare, social service sector will be preferred. • At least 1-2 years in administrative experience. • Data and computer skills (e.g. Google Suite applications, use of MS Excel). • Attention to details and data accuracy. • Time management and organisational skills. • Able to work as a team and independently. • Reliable and accountable.	• The Data Administrative Associate supports projects and initiatives within the Allied Health Department through administrative coordination, project operations support, and data management. You will also be required to support coordination with internal and external stakeholders, project-related administrative activities and quality assurance associated with projects and partnerships. Data Entry and Management Role: • Perform accurate and timely data entry into electronic systems and databases • Maintain and update project records to ensure data accuracy and completeness • Conduct routine data checks and correct discrepancies • Prepare basic reports, spreadsheets, and summaries for reporting to stakeholders where required. (e.g. management, MOH/AIC) • Organise and manage electronic and soft copy records in accordance with organisational policies. • Support data tracking, consolidation and submission according to the reporting requirements • Maintain proper handling, confidentiality and management of records in accordance with data governance requirements • Identify and escalate data discrepancies, system issues or process gaps to Reporting Officer (RO). • Support continuous improvement initiatives for project administration, reporting, and operational processes.	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Administrative Role: • Provide administrative and operational support for projects and initiatives. • Coordinate meetings, schedules, project timelines and follow-up actions. • Assist in drafting project reports, presentations and supporting documents. • Liaise with internal and external stakeholders for operational and administrative matters. • Support the coordination and implementation of project activities and operational workflows. • Perform any other duties assigned by Reporting Officer (RO) or management.	
Senior Associate, C&B and Grants	• Bachelor's degree in Human Resources, Business, or a related field. • At least 3 years of HR experience, with specialization in compensation and benefits; grant administration experience is preferred. • Strong analytical, project management, and communication skills. • Familiarity with Singapore's healthcare/community care sector and funding schemes is an advantage. • Proficiency in Google Workspace collaborative tools and Excel. • Ability to manage high volumes of work, work under tight deadlines,	• At NTUC Health, we believe age is just a number! Seniors can lead exciting, purpose-driven lives, doing the things they love. If you have a strong desire to help seniors redefine their golden years and continue living vibrantly like we do, join us! • Reporting to the Senior Manager, you will be an integral member of the Total Rewards team, primarily responsible for managing the full lifecycle of grants and funding programmes while supporting our broader compensation and benefits initiatives. Key Responsibilities: • End-to-End Grants Management: Oversee the full lifecycle of grants and funding programmes, from application to reporting, ensuring seamless administration, timely claims submission, and compliance-driven disbursement.	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	and adapt to changing priorities.	- Stakeholder Engagement: Foster strong relationships with internal and external stakeholders to drive successful grant outcomes and stay updated on regulatory requirements. - Data-Driven Insights: Develop and present comprehensive analytics and reports to inform both grants management and broader Total Rewards strategies. - Survey & Reporting Excellence: Direct the completion of all surveys and ensure timely, accurate responses to data requests, maintaining high standards of compliance and data integrity. - HR Project Support: Contribute to strategic ad-hoc HR projects and provide vital support for annual HR activities, including benefits administration, performance evaluations, and compensation reviews. - Process Optimization: Drive continuous improvement initiatives, reviewing and refining HR policies and processes to enhance efficiency, productivity, and overall team performance.	
Senior Associate, Volunteer & Partnership	- Preferably have a Diploma in Mass Communication or Marketing. - Possess 2-3 working experience in customer service, volunteer management or community support. - Have an interest/passion for working with seniors and people from diverse backgrounds. - Demonstrate strong interpersonal and communication skills.	- Through our Active Ageing Centres, we engage the seniors within the clusters and support them by reaching out to understand their needs, curating programmes that cater to the needs of active seniors, and befriending isolated and vulnerable seniors. - As a Senior Associate, Volunteer & Partnership, you will support the Senior Manager in executing the volunteer & partnership engagement strategy and annual work plans for the Active Ageing Centre.	5-days work week - Monday to Friday: 8.30am to 6pm - Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Be proficient in Google Suite Applications. • Display a positive attitude and willingness to learn.	You will need to: • Support the annual volunteer engagement goals and targets through the implementation of volunteer recruitment and engagement initiatives. • Engage and maintain a collegial networking relationship with local grassroots' organisations, corporations, health and educational institutions to develop collaborative volunteer projects. • Assist in the management of Volunteer Database for the AACs (including reports) • Train and provide support to internal stakeholders on the use of the Volunteer Database. • Track volunteer engagements across centres, monitor and evaluate feedback for further improvements. • Maintain a high standard of integrity, corporate governance and timely management and KPI reporting. • Support in the development of the volunteer playbook - ensure training, mentoring/coaching schemes are in place to support and empower volunteers (both individual and corporate). • Contribute to the strategies and plans for the recruitment, retention and recognition of volunteers. • Organise formal or informal recognition, reward programmes, and appreciation activities and events for the volunteers. • Work with the Corporate Communications team on highlighting volunteer contributions via websites, social media platforms, and/or newsletters.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Exercise Trainer II	- At least 4-5 years of relevant experience in fitness instruction, with a demonstrated ability to work with senior populations. - Strong passion for working with seniors and the ability to adapt to their unique needs. - Creative and innovative mindset to design motivating and engaging programmes. - Strong interpersonal and communication skills for building partnerships. Qualifications: - Bachelor's degree in sports science, exercise physiology or related field. - Special populations certifications are advantageous. - Certifications: Certified personal trainer/group exercise instructor/senior fitness from reputable certification bodies (eg ACE, NASM, ACSM).	- The Senior Exercise Trainer plays a pivotal role in promoting healthy aging by delivering high-quality, evidence-based exercise programmes. This role is a hybrid of ground operations and strategic development: you will be directly involved in the delivery of client-centred exercise sessions while simultaneously designing innovative fitness programmes and driving external partnerships to expand our service reach. As a Senior Exercise Trainer, you are a key ambassador for our goal of enabling healthy and fulfilling years for our seniors. Key Responsibilities: Programme Delivery & Groundwork: - Deliver high-quality group and individual fitness classes tailored for senior adults, focusing on functional fitness, cardiovascular endurance, muscular strength, balance, and flexibility. - Adapt and modify exercises in real-time to accommodate various fitness levels, physical conditions, and individual needs, ensuring safety and inclusivity. - Provide clear instruction, correct form cues, and safety precautions to prevent injuries. - Build strong rapport with seniors, fostering a supportive environment that encourages consistent participation and well-being. - Manage daily on-ground operations, ensuring equipment readiness, cleanliness, and adherence to safety protocols.	5-days work week - Monday to Friday: 8.30am to 6pm - Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Programme Design & Innovation: - Lead the design and development of innovative fitness and wellness programmes tailored for senior adults and post-rehab individuals (e.g., falls prevention, cognitive-motor exercises). - Conduct evidence-based research to stay updated on trends in geriatrics, active aging, and wellness to refresh current offerings. - Develop programme training manuals and coaching frameworks to ensure consistency across the team. Business Partnerships: - Build and maintain collaborative relationships with external stakeholders, including community partners, healthcare providers, and government agencies (e.g., SportsSG, AIC). - Proactively identify opportunities for new programme collaborations and community outreach initiatives. - Lead in coordinating wellness events, workshops, and roadshows to increase brand visibility and service enrolment. - Contribute to business development initiatives aimed at scaling the service's reach and impact. Mentorship & Quality Assurance: - Provide mentorship and guidance to Exercise Trainers, supporting them in their professional development as required. - Conduct regular audits of sessions to ensure quality, safety, and adherence to service standards.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Participate in quality improvement initiatives and provide feedback to enhance service delivery.	
Senior Medical Social Worker	- Have a degree or Post Graduate Diploma in Social Work. - Be registered with Singapore Association of Social Workers (SASW) - Social work in healthcare background preferred. - Have at least 5 years of relevant experience in intermediate and long-term care settings. - Good interpersonal and problem-solving skills. - Caring, positive, compassionate and self-disciplined individuals. - Have experience in leading and supervising a team of medical social workers and executives. - Lead and participate in clinical projects and initiatives for continuous improvements. - Proficient in Google Workspace (i.e. Gmail, Google Docs, Sheets, Slide). It would be great if you: - Able to communicate effectively with clients who are more comfortable speaking in their preferred dialects.	- The Nursing Home is committed to a Person-Centred Care model, aiming to transform care environments to promote genuine human connection and resident empowerment for our seniors. The Senior Medical Social Workers are integral to this model, providing psychosocial and financial assessments, casework, and interventions. They also collaborate with the multi-disciplinary team of stakeholders to review individual residents' medical, nursing, therapy, and social aspects as part of delivering person-centric care. This support is crucial throughout the residents' journey, from their admission to their entire stay in the Home. - In addition, Senior Medical Social Workers provide supervision and mentorship for the Medical Social Workers, executives and interns in the department. They also lead projects and initiatives within the Home and across the Residential Care Division to improve the care of the residents. You will need to: - Screen referrals from AIC and work with the nursing teams and relevant stakeholders to assess suitability of the referral. - Co-ordinate and complete onsite referral assessment for any care concerns, if necessary. - Provide supervision and support to the case	5-days work week - Monday to Friday: 8.30am to 6pm - Singapore 529367 (Tampines Nursing Home / Jurong Spring Nursing Home)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		management executive(s) and care concierge to complete the pre-admission processes. • Work with the multi-disciplinary team and next of kin to ease the resident's transition and adaptation to the new living environment. • Provide bio-psychosocial spiritual (BPSS) assessments and evaluate resident's financial status, and to develop comprehensive care plans with the Multi-disciplinary team. • Provide psychosocial interventions and counselling support to the resident and/or their next of kin, and facilitate communication and visits to preserve family bonds. • Facilitate family conference and conversation for discussion on care planning eg discharge, advance care planning, lasting power of attorney, deputyship; optimising family involvement in residents' care journey. • Provide caregiver support resources to support families where required. • Manage complex social cases independently, collaborating with community stakeholders to support the overall wellbeing of the residents. • Review supporting documents for referral to other care options and collaborate with multi-disciplinary team for assistive equipment as recommended by the therapist where required as part of discharge planning. • Work with resident or next-of-kin on assessing eligibility for subsidies and financial considerations. • Review cases and facilitate meetings for cases requiring financial assistance (Deviation,	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Medifund, MFEC - complex cases). • Guide and assist Medical Social Worker and case management executives in applying Means Test, AIC Long Term Care schemes, MFEC - straightforward cases). • Work with Case management executive to ensure residents' profile and movement are updated in database(s). • Review next-of-kin details and update residents' social reports. • Collaborate with Finance to review residents accounts receivable status when required. • Manage and supervise team members in case management team. • Collaborate with the Centre Director and other Medical Social Workers to conduct regular reviews of departmental workflows and processes. • Provide clinical supervision for social work interns on placement. • Provide clinical and mentorship for peers in the team and across the Residential Care Division. • Lead continuous improvement projects and initiatives to improve the health and wellbeing of the residents.	
Senior Social Worker	• Degree or Postgraduate qualification in Social Work recognised by the Singapore Association of Social Workers (SASW). • Registered Social Worker (RSW) preferred. • Minimum 5 to 8 years of relevant social work	• The Senior Social Worker is responsible for providing comprehensive psychosocial assessment, intervention, and case management support to clients with complex social and healthcare needs within the community. • The role supports clients and caregivers to age-in-place safely and with dignity through coordination of care, advocacy,	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 151117

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	experience, preferably in healthcare, eldercare, community care or case management settings. • Experience managing complex cases and working with vulnerable populations. • Supervisory or mentoring experience preferred Competencies: • Strong case management and counselling skills. • Good understanding of Singapore's healthcare and social service landscape. • Ability to work independently and collaboratively within multidisciplinary teams. • Strong interpersonal, communication and report writing skills. • Good crisis management and problem-solving abilities. • Compassionate, organised and client-centred approach.	counselling, and multidisciplinary collaboration. You will need to: • Conduct comprehensive psychosocial assessments for clients and caregivers. • Develop and implement person-centred care plans based on clients' needs and goals. • Provide counselling, emotional support, crisis intervention and practical assistance to clients and families. • Manage complex and high-risk cases independently. • Monitor clients' progress and review intervention plans regularly. • Facilitate referrals and coordinate services with hospitals, community partners, government agencies and healthcare providers. • Advocate for clients' needs and access to community resources and financial assistance schemes. • Support caregivers in coping with caregiving stress and challenges. • Conduct family meetings and mediate family related issues where necessary. • Educate clients and families on available social and healthcare resources. • Work closely with nurses, doctors, therapists, care coordinators and community partners to ensure integrated care delivery. • Participate in case conferences, multidisciplinary meetings and care planning discussions. • Build collaborative relationships with external stakeholders and service providers.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Provide guidance, mentoring and clinical supervision to junior social workers, interns and support staff. • Support onboarding and training of new staff. • Contribute to team discussions and professional development initiatives. • Maintain accurate, timely and professional case documentation and reports. • Ensure compliance with organisational policies, professional ethics and regulatory requirements. • Prepare reports, statistics and service data as required. • Participate in programme planning, service evaluation and quality improvement initiatives. • Contribute ideas to improve workflows, client outcomes and service delivery. • Support audits and organisational projects where required.	
Senior Specialist, Cybersecurity	• Bachelor's degree in Computer Science, Information Technology, Cybersecurity or a related discipline. • 5+ years of relevant cybersecurity experience, with practical exposure to cybersecurity operations, technology risk management, security engineering or governance. • Strong working knowledge of enterprise security technologies, such as NGFW/IDS/IPS, EDR/XDR, PAM, WAF, SIEM/SOAR, vulnerability	• NTUC Health operates a growing digital environment supporting healthcare, eldercare, and community services across Singapore. • As a Senior Specialist, Cybersecurity, you will help protect our systems, applications, endpoints and data by turning cybersecurity risks into a practical recommendation, strengthening security controls, and working with technology teams and vendors to improve our overall security posture. • This is a hands-on role for someone who can operate across cybersecurity technology, cyber risk management, governance and stakeholder engagement. You	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	management, SASE/ZTNA, DLP, and cloud computing controls. • Experience assessing and managing cybersecurity risks, including vulnerability assessments, penetration testing findings and remediation activities. • Strong vendor and project management skills, with the ability to work effectively with technology teams and external service providers. • Strong communication and stakeholder management skills, with the ability to explain cybersecurity risks and recommendations clearly to both technical and non-technical stakeholders. • Knowledge of AI security risks, AI governance and emerging technology risks. • Experience with cybersecurity governance, regulatory requirements and vendor due diligence. Good to have: • Professional certifications such as CISSP, CISM, CISA or equivalent. • Strong analytical, problem-solving, and stakeholder management skills. • Detail-oriented, proactive and willing to learn in a rapidly	will work closely with Infrastructure, End User Support, Application teams, vendors and management to identify risks, drive remediation and ensure security is built into the way we operate. What Success Looks like: • Key cybersecurity risks are identified, prioritised, and driven to appropriate remediation. • Security testing findings are effectively managed with application and technology teams. • Key security controls and vendor services are operating effectively and delivering expected security outcomes. • Cybersecurity risk, third-party risk and audit issues are clearly reported and actively managed. • Security requirements are embedded into technology projects and operational processes. What You Will Do: • Conduct cybersecurity risk assessments and recommend risk treatment plans. • Review vulnerability assessments, penetration tests and secure code reviews and drive remediation. • Manage cybersecurity vendors and support the implementation and operation of enterprise security controls, including PAM onboarding, WAF/CDN, firewall rules review, EDR and SASE. • Work with Infrastructure, End User Support and Application teams to address security gaps. • Support third-party risk assessments and vendor due diligence.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	evolving cybersecurity environment.	- Coordinate cybersecurity awareness programmes, including newsletters, training and phishing campaigns, to improve security awareness and behavior. - Support management reporting, Cybersecurity Subcommittee meetings and internet/external audits. - Assess emerging risks, including AI-related threats and governance requirements.	
Senior Speech Therapist	- Bachelor's or Master's Degree in Speech Therapy / Speech-Language Pathology. - Full registration with Allied Health Professional Council (AHPC). - Strong clinical knowledge in adult dysphagia and neurogenic communication disorders. - High empathy, patience, adaptable and resourceful. - Ability to work independently in various home environments and community settings.	- A Speech Therapist is responsible for providing high-quality speech and language therapy services to clients within community settings (nursing homes, day rehab centers, or home-based care). The goal is to maximize functional communication and safe swallowing (dysphagia management) to enhance the quality of life and independence of clients/residents, including caregiver training where required. Key Responsibilities: Assessment & Diagnosis: Conduct comprehensive evaluations for clients/residents with communication disorders (aphasia, dysarthria, apraxia) and swallowing difficulties, often resulting from stroke, dementia, or neurological conditions. Intervention Planning: Develop and implement person-centered therapy plans that align with the client's/resident's lifestyle and the caregiver's capacity. Dysphagia Management: Perform bedside swallow screenings and assessments. Recommend appropriate food textures and fluid	5-days work week - Monday to Friday: 8.30am to 6pm - Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		consistencies to prevent aspiration. • Caregiver Empowerment: Train family members and domestic helpers on communication strategies and safe feeding techniques. • Multidisciplinary Collaboration: Work closely with doctors, nurses, other allied health professionals to ensure a holistic approach to the client's/resident's well-being. • Documentation: Maintain accurate, timely clinical records and provide reports for functional status reviews or funding requirements. • Staff training and development: Develop training materials and resources and conduct training for therapists, support staff and care partners. • Service and quality improvement: Assist to conduct quality improvement/research projects.	
Senior / Associate, ICCP	• Are detail-oriented with strong critical thinking skills. • Communicate effectively and build strong relationships. • Thrive in a collaborative team environment. • Are tech-savvy and quick to learn new IT systems. • Have at least 2 - 3 years of relevant experience. • Hold a diploma or degree in any discipline.	• Join our Integrated Community Care Provider (ICCP) team and make a meaningful impact in the lives of seniors and their families. In this role, you will work closely with internal and external partners to understand the needs of seniors and recommend the most appropriate services. Comprehensive on-the-job training will equip you with the knowledge and tools to thrive and grow in your role. • You will need to: • Develop a strong understanding of eldercare services to effectively meet the needs of seniors. • Collaborate with internal teams and external partners including organising meetings	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 569933

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		and tracking follow-ups closely to ensure seamless support for seniors and families. • Manage clients' cases, assess customers' needs, recommend suitable services and facilitate their enrolment to services. • Prepare workflows, presentations and other supporting materials. • Generate reports for submission to regulators and stakeholders.	
Senior / Therapy Assistant	• Minimum have a WSQ Certificate in Therapy Services. • Thrive in a collaborative and dynamic environment. • Have strong communication and problem-solving skills. • Be proficient in Google Suite Applications. Good to Have: • Are open to working in different locations. • Can speak other local languages.	• Our goal is to improve the quality of life for seniors, supporting them after injuries, recovering from stroke, surgery, or recently being hospitalised. We aim to provide comprehensive care and support to help them regain their independence, improve their physical and mental well-being, and enjoy a higher standard of living. • The Therapy Assistant will assist the Therapists in safe resident handling and care during treatments. Your responsibilities include ensuring the smooth operation of the department such as preparing the treatment area, the residents, equipment and materials. You will need to: • Assist the Therapist or exercise trainer in all activities of therapy treatment or fitness programme. • Transport residents safely to and from treatment areas, secure them into or onto therapy equipment. • Motivate and assist residents/clients in practising exercises and functional activities, under broad supervision. • Conduct group exercises such as circuit training or	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 518063 (Pasir Ris Nursing Home / Tampines Nursing Home)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Occupational Therapy (OT) groups. • Observe clients during treatment to note client's responses and progress • Report to a Therapist or Exercise Trainer for quality care improvement. • Ensure tidiness and cleanliness of the therapy area and disinfect equipment after treatment. • Ensure adequate stock of rehab supplies and expendables for the department • Coach new staff in performing their duties.	
Social Worker	• Graduate Diploma or Bachelor's Degree in Social Work. • Registered Social Worker with SASW. • Minimum 2 years' experience in community healthcare or palliative care settings in Singapore. • Possess 1-2 years of experience in administration. • Have good knowledge of the palliative, geriatrics and community services. • Be proficient in MS Office applications. • Good communication skills (oral and written). • Have strong assessment and problem-solving skills. • Be detail oriented. • Be comfortable working independently.	• Besides providing psychosocial support to seniors with end stage illnesses and their caregivers living in the community, this role requires the social worker to support the physical and mental well-being of seniors in the community by making assessment of their care needs and provide intervention to increase the coping capacity of seniors. • The role focuses on helping seniors maintain dignity, comfort and quality of life while supporting families through end-of-life planning, caregiving, bereavement and coordination of care. You will need to: • In consultation with the program lead, conduct assessments, planning, and intervention for cases. • Engage clients and build rapport. • Develop, implement and review individual care plans and intervention strategies • Perform needs assessment of clients and caregivers.	• 5-days work week • Monday to Friday: 8.30am to 6pm • Singapore 151121

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Advocate for clients' needs. • Coordinate services with other community resources on the client's behalf. • Case documentation. • Manage case referrals. • Conduct and participate in case conferences/MDT meetings. • Monitor delivery of coordinated services. • Document and evaluate case outcomes. • Adopt a case management approach when working with clients • i.e. collaborate with internal business units and other agencies/specialists to provide multi-disciplinary assessments and monitoring of clients • Refer and coordinate care services for clients to ensure they are adequately supported to continue living in the community. • Provide information on assistance schemes or care options to help caregivers make informed decisions about care and future planning. • Support discussions on advance care planning and end-of-life preferences • Maintain accurate records and update progress reports and BumbleBee timely. Additional Responsibilities: • Raise awareness and facilitate Advance care plan for seniors. • Conduct outreach activities to the community. • Other ad-hoc assignments.	
Therapy Associate	• Have a recognised Degree in any related disciplines in Physiotherapy/ Occupational Therapy.	• The Therapy Associate is responsible for conducting reassessment, providing client care and progressing individual therapy/group sessions including client education and	• 5-days work week • Monday to Friday: 8.30am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Thrive in a collaborative and dynamic environment. • Have strong communication and stakeholder management skills. • Genuine interest to engage our seniors in the community. • Be proficient in Google Suite Applications. • It would be great if you: • Are open to travel to various locations for work. • Can speak more than one local language to communicate better with our elderly clients.	caregiver training under the supervision/instruction of a therapist. You will need to: • Assess, evaluate, plan, and treat residents/clients with various disabilities and conditions for optimal care. • Consult therapist on care plans and rehab progression as necessary. • Assist in conducting quality improvement projects. • Conduct training for therapy assistants, therapy assistant students or other care staff as necessary. • Ensure compliance with clinical protocols and service standards. • Collaborates with interdisciplinary teams from other Business Units to ensure good client experience and service.	• Various locations (Home Therapy / Geylang East Nursing Home / Marsiling Day Rehab Centre)

#4 Sengkang General Hospital

Sengkang General Hospital is part of Singapore's healthcare network, serving the needs of the North-Eastern community through quality and accessible care. Guided by our vision, "Healthy Living. Fulfilling Life", and mission, "Better Health Together", we are committed to promoting prevention, wellness and person-centred care. Our multidisciplinary team works collaboratively to empower individuals to take ownership of their health and well-being. If you are passionate about making a difference and improving lives, we invite you to join us and SHINE WITH US.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior / Patient Service Associate (Business Office)	- Min 'N' Levels. - Customer-oriented with good communication and interpersonal skills. - Prior experience in billing or accountancy. Customer service will be an added advantage. - Able to handle demanding workload. - Proficient in Microsoft Office applications.	- You will manage patient billing and claims processes, ensuring the accuracy and completeness of documentation and supporting the timely submission of claims. - You will provide financial counselling and assistance to patients and their families, respond to enquiries on bills, claims and available financial assistance schemes, and perform front desk cashiering duties. - You will also handle accounts receivable transactions, payment reconciliation and secure document management, while supporting administrative functions, statistical reporting, system testing and quality improvement initiatives to enhance service delivery.	42 hours per week - Office hours (Alternate Saturdays) - Singapore 544886
Senior / Enrolled Nurse	- National ITE Certificate in Nursing Enrolled with the Singapore Nursing Board. - Good communication and interpersonal skills.	- You will provide direct nursing care to an assigned group of patients, ensuring their comfort, safety and well-being throughout their care journey. - You will also educate and guide patients and their caregivers on prescribed treatments and care plans to support the effective management of their medical conditions.	40 hours per week - Rotating shifts - Singapore 544886
Care Support Assistants	- Customer-oriented with good communication and interpersonal skills. - Able to use Microsoft Office applications. - Min 'N' Levels.	- You will support the nursing team in delivering safe and quality care to patients by assisting with patient care activities, ward housekeeping, and administrative duties. - You will also play a key role in ensuring a clean and safe	40 hours per week - Rotating shifts - Singapore 544886

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		environment for patients and visitors, while supporting the smooth operations of the ward. - Your job includes but is not limited to the following: - Assist in the admission, transfer, and discharge of patients, including orientating them to the ward environment. - Provide basic hygiene care such as bathing, oral care, toileting, and feeding. - Support patient mobility and positioning, including ambulation and transfer assistance. - Perform clinical tasks such as measuring vital signs, blood glucose monitoring, and specimen collection and assist in procedures such as wound dressing, oxygen therapy, oropharyngeal suctioning and IV cannulation and venepuncture. - Maintain cleanliness and infection control standards in patient areas and ward facilities. - Update bed census, manage bed assignments, and support discharge processes. - Handle ward reception duties, including attending to patient and visitor enquiries. - Perform administrative tasks such as managing medical records, appointment scheduling, and inventory tracking. - Support portering, despatch, and housekeeping duties to ensure smooth ward operations.	
Senior / Staff Nurse (Cardiovascular Lab / Emergency Department / Inpatient / Intensive Care Unit / Interventional Radiology)	- Good communication and interpersonal skills. - Able to work in a fast-paced environment and perform rotating shifts, including weekends and public holidays.	- You will deliver quality nursing care to patients through assessment, planning, implementation and evaluation of care, while providing education and support to patients and their caregivers. - You will mentor junior nurses to ensure the delivery of safe and effective care, and contribute to	40 hours per week - Rotating shifts - Singapore 544886

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		resource management and quality improvement projects to enhance patient outcomes and experiences.	
Operating Theatre Technical Associate/ Operating Theatre Technician	- Higher NITEC / NITEC Certificate in Health Services (In-patient) or WSQ Higher Certificate in Healthcare (Nursing) in Operating Theatre. - Meticulous with ability to work with minimum supervision. - Good interpersonal and communication skills.	- You will be responsible for the smooth operations of the equipment in the Operating Theatres. - You will assist the surgical team to transfer and position the patients as well as adjust the Operating Theatre lights.	40 hours per week - Rotating shifts - Singapore 544886
Therapy Assistant, Physiotherapy	- GCE 'O' / 'N' Level. - Able to handle physically demanding work, which includes transferring and assisting patients. - Experience in a healthcare setting would be an added advantage.	You will assist in the delivery of treatments, setting up of equipment, inventory control and general administrative duties.	42 hours per week - Monday to Friday: 8.30am-6pm - Saturday: 9am to 1pm or 1pm to 5pm (Once every 3 weeks), - Sunday: 9am to 1pm (Once every 3 weeks) - Singapore 544886
Patient Service Associate, Diagnostic Radiography	- Diploma with at least 2 years' relevant experience in healthcare, hospitality or customer service industry. - Proficient in MS Office applications. - Customer-oriented with good communication and interpersonal skills. - Experience in supervision and	- You will provide excellent frontline customer service, which includes registration, appointment scheduling, cashiering as well as financial counselling to patients. - In addition, you will provide general administrative support to the department.	42 hours per week - Monday to Friday: 8am to 5.30pm / 10.30am to 8pm (Rotating). - Saturday: 8am to 1pm (Rotating). - Singapore 544886

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	mentoring of staff will be advantageous.		

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#5 e2i services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.



<https://e2i.com.sg/app>

You can also reach them at the following centres (By appointment only):

**e2i Career Centre
(Devan Nair Institute for Employment and Employability)**
80 Jurong East St 21,
Level 2, Singapore 609607
Operating Hours
Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(One Marina Boulevard)**
1 Marina Boulevard, #B1-03,
Singapore 018989
Operating Hours
Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Our Tampines Hub)**
ServiceSG Centre Our Tampines Hub,
1 Tampines Walk, #01-21,
Singapore 528523
Operating Hours
Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Woodlands Civic Centre)**
ServiceSG Centre Woodlands*,
900 South Woodlands Drive,
#03-01 Woodlands Civic Centre,
Singapore 730900
**Operational from Q4 2024 onwards*

Or make an appointment at any of our 23 Jobs & Skills Centres located island wide:

<https://www.e2i.com.sg/locations/#SGUJSC>

NTUC Job Security Council's Telegram Channels

Be alerted to daily on the latest job vacancies from hiring companies

Subscribe to **PMET Job-Alert**

(e.g. Analysts, Engineers, Executives, Technicians etc)

<https://bit.ly/jsc-ja-pmet>



Subscribe to **Non-PMET Job-Alert**

(e.g. Temporary, Part-time jobs, Operators, Packer roles)

<https://bit.ly/jsc-ja-nonpmet>

