

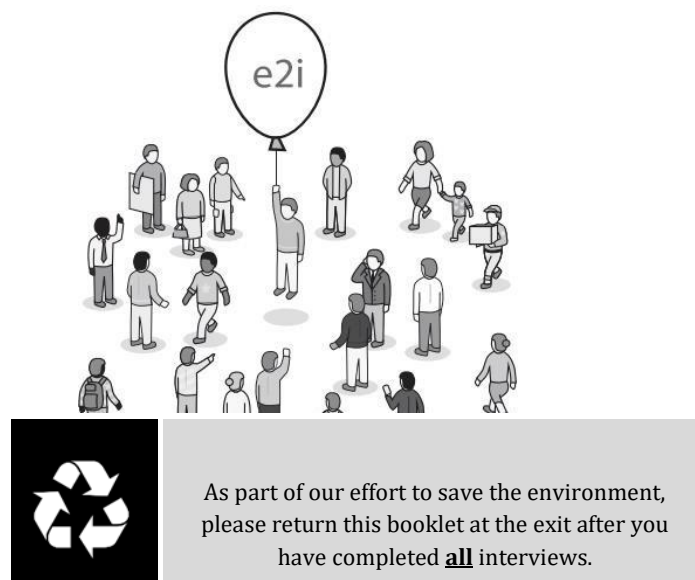
Career Discovery with National University Polyclinics

Hall 3, Level 1 - Devan Nair Institute for
Employment and Employability

16 Aug 2024

10am – 4pm

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 National University Polyclinics (NUP)

The National University Polyclinics (NUP) is a member of the National University Health System (NUHS), a leading academic health system and one of three public healthcare clusters in Singapore.

NUP provides primary care treatment for acute illnesses, management of chronic diseases, women and children health services, and dental care at its network of polyclinics at Bukit Batok, Bukit Panjang, Choa Chu Kang, Clementi, Jurong, Pioneer, and Queenstown (with Taman Jurong, Tengah and Yew Tee to come).

As part of an integrated academic health system, NUP collaborates with the hospitals and national specialty centres within NUHS as well as partners in the community, such as general practitioners, grassroots, and social care agencies, to provide patient-centred care for the population.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Patient Service Associate	• 'O' Levels / Nitec / Higher Nitec / A Levels / Diploma in any areas. • Experience in frontline and customer service preferred. • Strong communication and interpersonal skills. • Able to multi-task and work independently in a fast-paced and dynamic environment. • Good team player with passion for service excellence. • Able to commit to a 5.5 days' work week.	• Proactively promote and educate patients on the use of mobile applications and self-help functions, and onboard them into nationwide healthcare initiatives (e.g. Healthier SG) to promote self-care. • Have the opportunity to positively make a difference to the patients and community through facilitating and planning programmes. This involves liaising with partnered vendors, planning for logistics and schedules to carry out the programmes. • Be involved in daily clinic operations' activities. Your main responsibilities will be to help patients navigate through the polyclinic through registration, scheduling and rescheduling appointments, processing referrals, and handling payments. • Be the first point of contact for patients to answer their general questions, perform initial health screening activities such as height and weight measurements, and administering blood pressure checks, and making outgoing calls to patients to address any urgent requests they have.	• 5.5 days' work week • 42 hours per week • Singapore 609606

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Provide administrative support to the clinic as needed.	
Senior / Executive / Assistant Manager, Clinic Operations	- Degree in any field - Strong interpersonal and communication skills in both oral and written. - Possess good critical thinking and problem-solving skills. - Resilient, dynamic, multi-tasker and possess positive attitude. - Able to work in a fast paced and dynamic environment. - Able to commit 5.5 days' work week.	- Assist the Operations Manager in coordinating and planning the clinic operations' activities and utilization of manpower and resources to ensure cost efficiency and effective management of the clinic. - Ensure the smooth day to day operations of the polyclinic and manage a group of operations staff to provide quality service and safe patient care. - Be involved in planning and implementing strategies, proposals and activities to improve work processes and service quality, and work collaboratively with the clinical, nursing, allied health professionals, diagnostics, and other service departments within the polyclinic. - Have the opportunity to work with team members across other polyclinics or HQ on operations projects involving automation, transformation of service, emergency planning, safety improvement, enhancing productivity etc.	5.5 days' work week 42 hours per week - Singapore 609606
Senior / Executive / Assistant Manager, Operational Support Services	- Degree in Electrical Engineering - At least 2-3 years of relevant working experience. - Proficient knowledge in AutoCad, Microsoft Office and Project Management softwares. - Good interpersonal, writing, and communication skills. - Team player with positive work attitude. - Ability to multi-task and work independently. - Attentive to details.	- Manage and maintain the facilities of the NUP polyclinics by working closely with the contractors and vendors in compliance with all rules and regulations. - Ensure that all preventive, corrective maintenance and ad hoc work are carried out according to requirements and standards. - Assist with contract management. - Carry out routine checks and contractor performance reviews with the objective of continuous improvements.	5 days' work week 42 hours per week - Singapore 609606

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Coordinate all repair and maintenance work with users and vendors. - Assist to call for Quotation or Request for Proposal (RFP), evaluate and recommend award.	
Senior / Staff Nurse	- Registered with Singapore Nursing Board. - Entry level nursing candidates are welcome. - Good team player with passion for service excellence. - Possess excellent interpersonal and communication skills. - Proactive and self-motivated.	You will work within a multi-disciplinary team to provide acute care services as well as function independently in nurse-led services in chronic disease management and preventive care.	5.5 days' work week 42 hours per week - Singapore 609606
Care Coordinator (FamilyNexus) Contract till 30 Jun 2025	- Diploma with qualification in Health Promotion and Science will have an added advantage. - Preferably with some work experience in healthcare. - Proficient in Microsoft office applications. - Savy in navigating IT programs. - Good communication and coordination skills. - Able to work 5.5 days' work week including weekends, either on Sat or Sun. - Those who are considering a mid-career switch are welcome to apply as we provide training.	- Provide concierge services to client/families and support them in navigating social-health system by providing information, advice and resources on parenting practices, peer support and social support. - Screening of client/families and provide basic health education and personalized guidance on pre-conception, antenatal, post-natal, infant-related and maternal-child mental health related issues. - Work with community programmes on personalized referral tracks and services to enhance follow-up of the respective identified client/families on a timely basis. - Promote and refer client/families to social/community services such as parent support groups, marriage/parenting/grand-parenting programmes e.g. Families for Life (FFL), KidSTART etc.	5.5 days' work week 42 hours per week - Singapore 609606

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Maintain all records relating to Family Nexus and other data collection accurately on a timely basis. - Helm the community mode to outreach and provide basic services and education to residents who do not frequent hospitals/polyclinics. - Publicise mother-child dyad, MSF parenting programmes to the community. - Engage clients/families in need of subsidized services and facilitate enrolment to required social or health services. - Conduct and analyse survey gathered from users' feedback. - Any other responsibilities assigned by the Reporting Officer.	
Care Coordinator	- Qualification in health promotion will have an advantage. - Preferably with some work experience in healthcare. - Good verbal and written communication skills. - Pleasant disposition and personality. - Possess good interpersonal skills, a positive attitude towards work and is a team player. - Good communication and coordination skills. - Self-motivated and have an interest in patient care. - Able to communicate in English and a local language/dialect. - Proficient in Microsoft Office including Excel, Words and Power Point. - Savvy in navigating IT programs.	As part of the multidisciplinary team, provide holistic and incredible care, empower patients and caregivers to take charge of their own health through technology, raise awareness and accessibility of available resources that can be tapped on, nudging them towards action. Strategic outcomes and goals include: - To build relationships with internal (care team) and external stakeholders (patients and caregivers). - To contribute to achieving clinical outcomes for preventive health screenings and reduce readmission and escalations to tertiary care, and, to gather social determinants of health pertinent to influencing social and health outcomes in positive ways. - Leverage on technology to empower patients to improve health literacy and accessibility to resources. - Responsible for assisting in coordinating and providing	5.5 days' work week 42 hours per week - Singapore 609606

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		patient care activities. This includes the use of IT systems to track, perform and document established clinical indicators and care given to patients. • Perform basic parameter measurements, close preventive screening and vaccination gaps in relation to national programmes/initiatives. • Provide basic health education to improve patients' knowledge on lifestyle management, social and physical activities through social prescribing, the use of health monitoring devices (e.g. home blood pressure, glucose and weight monitoring, as well as advise patients on vaccination requirements).	
Dental Surgery Assistant	• Minimum GCE 'N' Level or equivalent. • Candidates with Nitec in Dental Assisting is advantageous. • Minimum 1-2 years of relevant work experience. • Good team player with passion for healthcare. • Able to multi-task and work in a fast-paced and dynamic environment.	• Assist the Dental Officer in operative dentistry, endodontic and prosthodontic procedures. • Comply with work safety regulations and ensure cleanliness and sterility of Dental instruments and equipment. • Required to comply with Infection Control Practices and maintain Infection Control Standards. • Educate patients on Dental and post-operative care.	• 5.5 days' work week • 42 hours per week • Singapore 609606
Health Attendant	• Candidate must possess at least a Primary / Secondary School/ 'O' Level. • Preferably with at least 1 year of working experience in healthcare. • Willing to learn. • Pleasant disposition and personality. • Able to read, write, and communicate in simple English. • Good interpersonal skills.	• Your main responsibility is to clean, disinfect, wash, pack and sterilise the dental instruments. • Check that the instruments have gone through proper sterilisation process ensure that the sterilisation equipment is in working condition and maintain the autoclave records. • Maintain strict infection control standards to ensure patients' safety. On-the-job training will be provided. • Perform other duties as assigned by your supervisor.	• 5.5 days' work week • 42 hours per week • Singapore 609606

#2 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>

