



As part of our effort to save the environment, please return this booklet at the exit after you have completed **all** interviews.

# COMMUNITY CARE CAREER DISCOVERY – ECON HEALTHCARE GROUP

## JOB LISTING BOOKLET

24 May 2024

10pm to 4pm

### **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](http://www.e2i.com.sg).

# Content Page

**EMPLOYER**

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ECON Healthcare Group ..... Error! Bookmark not defined.

*Please note that there will be photo-taking/video taking at this event. By participating in this event, you hereby consent to have your photograph/video taken by e2i for the purposes of marketing/promotion/publicity and to be published on media platforms, public or otherwise.*

## ECON Healthcare Group

Econ Healthcare Group is a leading premium eldercare provider in Singapore and Malaysia. Integrating the best of East and West medicine, we bring a holistic and innovative approach to care in the region.

**We are on a mission, are you?** Join us as we shape senior care in Asia.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>General Worker</b>	<ul style="list-style-type: none"> <li>• Able to work independently with minimal supervision.</li> <li>• Min. 1 year experience</li> </ul>	<ul style="list-style-type: none"> <li>• Sweeping and mopping of floors and cleaning of toilets.</li> <li>• Handling of laundry.</li> <li>• Clear all cutlery, tables and linens after every meal.</li> <li>• Maintain the cleanliness of the premises' doors, windows, furniture and fixtures.</li> <li>• Performing gardening maintenance and planting of various plants.</li> <li>• Work with garden hand tools and basic light machinery.</li> </ul>	<ul style="list-style-type: none"> <li>• 6-days work week</li> <li>• 44hrs per week</li> <li>• Various locations</li> </ul>
<b>Kitchen Assistant</b>	<ul style="list-style-type: none"> <li>• Min. 1 year experience</li> <li>• Possess a current basic food hygiene certificate would be an advantage.</li> <li>• Motivated with positive attitude to learn.</li> <li>• Cooperative and helpful with other team members.</li> </ul>	<ul style="list-style-type: none"> <li>• Food preparation &amp; ensure kitchen cleanliness &amp; hygiene.</li> <li>• Clearing and washing of plates and utensils.</li> </ul>	<ul style="list-style-type: none"> <li>• 6-days work week</li> <li>• 44hrs per week</li> <li>• Various locations</li> </ul>
<b>Cook</b>	<ul style="list-style-type: none"> <li>• Min. 2 years' experience.</li> <li>• Possessing a current basic food hygiene certificate would be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• To prepare and cook all meals including specific diet.</li> <li>• To be responsible for cleaning cutlery/utensils after every meal.</li> <li>• To maintain the cleanliness of the kitchen floor, all kitchen utensils and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• 6-days work week</li> <li>• 44hrs per week</li> <li>• Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Motivated with positive attitude to learn.</li> <li>Cooperative and helpful with other team members</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that all food is properly cooked and kept in a most hygienic condition.</li> <li>To be responsible for recording and ordering of all raw ingredients/dry goods for cooking.</li> </ul>	
<b>Customer Service Associate</b>	<ul style="list-style-type: none"> <li>Min. 1 year experience</li> <li>Minimum GCE 'N Level or above</li> <li>Knowledge of MS Office; Words, Excel</li> <li>Customer service experience preferred, good in organizing and putting things in order.</li> <li>Team player, friendly disposition, enjoys interaction with people</li> </ul>	<ul style="list-style-type: none"> <li>Provide frontline services to residents and visitors and oversee the operations of service counters.</li> <li>Handle collection of Monthly Home Payment and petty cash.</li> <li>Schedule, liaise and arrange with various institutions for residents' medical needs.</li> <li>Assist with filing and updating of information as well as to prepare and submit reports.</li> <li>Handle orders in CRM and deliveries from vendors including inventory management.</li> <li>Assist with submission of staff claims (eg. Medical Claims, OT etc).</li> <li>Prepare meeting rooms to facilitate family conference and to facilitate visit from potential sponsors.</li> </ul>	<ul style="list-style-type: none"> <li>5.5-days work week</li> <li>44hr per week</li> <li>Various locations</li> </ul>
<b>Social Services Executive</b>	<ul style="list-style-type: none"> <li>Diploma in Social services / Nitec in Community or Social Services or any equivalent qualification with at least 3-year relevant working experience</li> <li>Good interpersonal and communication skills</li> <li>Team player</li> <li>Service oriented and customer focused.</li> </ul>	<ul style="list-style-type: none"> <li>Act as a coordinator for the admission of residents under Ministry of Health (MOH) Portable Subsidy.</li> <li>Perform financial counselling for all residents under MOH's Portable Subsidy and monitor National Means Testing (NMTS) for portable subsidy residents.</li> <li>Refer referrals and new admissions assigned by AIC.</li> <li>Monitor and track the available licensed beds for portable subsidy residents.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hr per week</li> <li>Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Competent in IT skills</li> </ul>	<ul style="list-style-type: none"> <li>Act as a resource person for the MOH ILTC portal and IRMs.</li> <li>Assist Home and Centre in putting up the applications for their residents.</li> <li>Supervise the monthly tracking of Subsidy Change report for billing and accuracy.</li> <li>Assist the Social worker or supervisor in engaging with clients for psychosocial needs, conflict management and family conference.</li> </ul>	
<p><b>Social Services Associate</b></p>	<ul style="list-style-type: none"> <li>Diploma in Counselling/ Psychology or Social Services or any equivalent qualification with at least 1-year relevant working experience</li> <li>Good interpersonal and communication skills</li> <li>Team player</li> <li>Service oriented and customer focused.</li> <li>Competent in IT skills</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate resident admissions under MOH Portable Subsidy.</li> <li>Conduct financial counseling and prepare necessary documents for subsidy residents.</li> <li>Monitor and update National Means Testing (NMTS) records for subsidy eligibility.</li> <li>Serve as a resource for MOH ILTC portal and IRMs for all ECON facilities.</li> <li>Assist in subsidy application process for private residents and other home-based schemes.</li> <li>Aid residents in applying for government financial assistance schemes.</li> <li>Support supervisor in maintaining customer-focused processes and workflows.</li> <li>Collaborate with colleagues to identify and implement process improvements.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week.</li> <li>44 hours per week.</li> <li>Various locations.</li> </ul>
<p><b>Social Services Admin Assistant</b></p>	<ul style="list-style-type: none"> <li>Min GCE 'O' Levels or any equivalent qualification.</li> <li>Well versed with MS Office.</li> </ul>	<ul style="list-style-type: none"> <li>Admin support for Social Services</li> <li>Assist in MOH Portable Subsidy admissions.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week.</li> <li>44 hours per week.</li> <li>Various locations.</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills, team player.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare bills, contracts, and administrative documents.</li> <li>• Monitor National Means Testing for subsidy residents.</li> <li>• Collect documents for financial assistance applications.</li> <li>• Prepare social memos for outpatient financial assistance.</li> <li>• Address phone/email inquiries on social service matters.</li> </ul>	
<p><b>Centre Associate</b></p>	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' Level with customer service background</li> <li>• Well versed in Microsoft Office</li> <li>• Competency in eldercare service with at least 2 years working experience in an eldercare</li> <li>• Self-motivated team player who enjoys working with different profiles of seniors</li> <li>• Able to plan, develop and implement programmes to meet the needs of seniors.</li> <li>• Able to engage, befriend and motivate seniors through facilitation of activities or programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and conduct on-site activities for seniors.</li> <li>• To oversee the day-to-day operation and provide supervision.</li> <li>• Initiate a case record file for every senior household in the identified block and capture the needs of the seniors.</li> <li>• Establish networks with agencies and local community-based services.</li> <li>• Oversee and manage the Alert Alarm System (AAS) during operating hours, rendering assistance when necessary.</li> <li>• Maintain an updated register of seniors, volunteers and any other important records needed for follow-up.</li> <li>• Conduct home care assessments and complete initial assessments (using Community Screening Tool) of senior and family to determine home care needs.</li> <li>• Ensure that the centre facilities and premises are clean and in good condition</li> </ul>	<ul style="list-style-type: none"> <li>• 5.25-days work week</li> <li>• 44hr per week</li> <li>• Jurong West</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p><b>Centre Supervisor</b></p>	<ul style="list-style-type: none"> <li>Attend enquiries/complaints from the visitors of the residents in the centre and public and screen all potential residents for admission to the home.</li> <li>Interact with the residents and understand their needs in order to discover ways to upgrade the standard of service to the residents.</li> <li>Supervise the daily activities of staff and ensure nursing aides and health attendants to carry out proper hygiene / safety practices according to healthcare regulations.</li> <li>Plan the weekly roster for the Nursing Aides / Healthcare Assistants / Health Attendant / General Worker</li> <li>Ensure cleanliness of all furniture and settings in the home premises as well as the equipment/utensils used in the home.</li> <li>Order all surgical, medical and general expendable when necessary and summarize all consumable vouchers of the residents and submit for billing.</li> <li>Assist with the coordination and maintenance of foreign staff accommodation.</li> </ul>	<p>and maintenance is regularly carried out.</p> <ul style="list-style-type: none"> <li>Minimum Diploma / ITE</li> <li>Team player and can work in multi-cultural environment.</li> <li>Has basic knowledge of MS Office; Words, Excel, etc</li> <li>Independent and able to work under minimum supervision.</li> <li>Possess good communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days</li> <li>44 hours per week</li> <li>Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ensure and up-hold the security of premises with the support of Operations / Facilities department.</li> <li>• Assist the home manager / staff nurse whenever necessary.</li> </ul>		
<p><b>Staff Nurse</b></p>	<ul style="list-style-type: none"> <li>• At least 2-3 years of post-registration experience, with exposure to geriatric care settings will be an added advantage.</li> <li>• Possess at least Degree or Advanced Diploma or Diploma in Nursing with valid licence from SNB.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement strategies to achieve and maintain Zero Falls, Zero Medication Errors, Zero Nursing Home Acquired Pressure Ulcers, and Zero Nursing Home Acquired Infections, ensuring adherence to established clinical indicators.</li> <li>• Ensure safe delivery of care and clinical decision-making for all residents, adhering to best practices and standards.</li> <li>• Perform comprehensive assessments, administer medications, conduct complex wound dressings, and monitor vital signs accurately and efficiently as part of rendering clinical care and nursing procedures.</li> <li>• Manage medication orders, packaging, and preparation for residents, maintaining accurate and complete nursing documentation to meet regulatory requirements.</li> <li>• Provide adequate supervision to staff, including newly recruited nurses and junior staff, ensuring compliance with Enhanced Nursing Home Standards (ENHS) guidelines, protocols, and Standard Operating</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours per week</li> <li>• Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Procedures (SOPs), while also actively participating in residents' rehabilitation programs and collaborating with medical professionals for treatment review and management.</p>	
<p><b>Enrolled Nurse</b></p>	<ul style="list-style-type: none"> <li>• At least 1-2 years of post-registration experience, with some exposure in a geriatric setting will be an added advantage.</li> <li>• Possess at least a NITEC in Nursing.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate with Senior Nurses/Senior Staff Nurses (SN/SSNs) to achieve clinical excellence by focusing on the "4 Zeros" indicators: Zero Falls, Zero Medication Errors, Zero Pressure Ulcers, and Zero Nursing Home Acquired Infections.</li> <li>• Assist in medication administration, wound dressings, and vital sign monitoring, ensuring adherence to protocols and safety standards.</li> <li>• Provide supervision and guidance to newly recruited enrolled nurses and junior staff, ensuring compliance with Standard Operating Procedures (SOPs) and high-quality care delivery.</li> <li>• Supervise care staff in meal service and feeding, maintaining dignity and respectful care practices for residents.</li> <li>• Assist in rehabilitation programs, including motion exercises and walking assistance, and contribute to efficient resource management by minimizing waste and monitoring the use of consumables.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours per week</li> <li>• Various locations</li> </ul>
<p><b>Infection Control Nurse</b></p>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Nursing with 2 years' relevant clinical practice as a Registered Nurse</li> <li>• Formal infection prevention and control</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies, investigates and reports healthcare facility onset infections, outbreaks, clusters and risk of infection among patients, staff and</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days' work week</li> <li>• 44 hours per week</li> <li>• Henderson Nursing Home</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>training or appointment as an Infection Prevention and Control Nurse preferred</p>	<p>equipment through ongoing surveillance and rounds.</p> <ul style="list-style-type: none"> <li>• Provides advice on infection prevention and control related matters in accordance with hospital policies and procedures</li> <li>• Collects data and maintains records for infection prevention and control related surveillance and clinical incident.</li> <li>• Organizes and undertakes audits of assigned wards to ensure that infection prevention and control related procedures are being carried out in accordance with hospital policies.</li> <li>• Deliver infection prevention and control training to patients and staff.</li> </ul>	
<p><b>Therapy Assistant</b></p>	<ul style="list-style-type: none"> <li>• Minimum GCE "O" / "N" Level with WSQ Certificate in Therapy Services, or NITEC in Community Care &amp; Social Services; or Work-study Technical Diploma in Rehabilitation Care</li> <li>• Applicants must be willing to travel across Singapore</li> </ul>	<ul style="list-style-type: none"> <li>• Execute physiotherapy/occupational therapy treatments based on prescribed plans for residents, ensuring adherence to therapy protocols.</li> <li>• Collaborate with staff nurses to organize and conduct individual or group therapy programs, fostering comprehensive care delivery.</li> <li>• Prepare treatment areas and equipment, assisting therapists in interventions to facilitate smooth therapy sessions.</li> <li>• Conduct group exercise and therapy sessions, maintaining meticulous records of all services provided and submitting activity reports and</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days' work week</li> <li>• 44 hours per week</li> <li>• Various locations</li> </ul>

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		statistics to therapists regularly. <ul style="list-style-type: none"> <li>• Manage inventory, ensuring supplies are well-stocked, and maintain cleanliness and functionality of rehabilitation areas and equipment through routine disinfection and cleaning, while also participating in quality improvement initiatives and assisting in clinical incident investigations as needed.</li> </ul>	
<b>Nursing Executive</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree or equivalent</li> <li>• Minimum 2 years working experience in administrative roles.</li> <li>• Experience in health care setting and/or nursing will be an added advantage.</li> <li>• IT savvy</li> <li>• Passionate and caring</li> <li>• Able to work independently.</li> <li>• Pleasant and cheerful disposition with good communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Act as a liaison between medical, dental, and dietitian service providers and the Nursing Home, facilitating communication and coordination.</li> <li>• Organize monthly meetings between service providers and the Management team to discuss operations and address any issues.</li> <li>• Ensure accurate and timely submission of documentation, such as doctors' log sheets, by collating and verifying them.</li> <li>• Handle queries from service providers and escalate issues to the Management team as necessary for resolution.</li> <li>• Manage the scheduling of medical, dental, and dietitian services across all centers, updating schedules as needed and ensuring dissemination to relevant parties.</li> <li>• Provide administrative support to the nursing department, including coordinating meetings and assisting with Quality</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days’ work week</li> <li>• 44 hours per week</li> <li>• Henderson Nursing Home</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Assurance Committee (QAC) meetings. <ul style="list-style-type: none"> <li>• Serve as a liaison for nursing training and development matters, including managing training nominations and assisting with registration processes.</li> </ul>	
<b>Nurse Manager / Clinician</b>	<ul style="list-style-type: none"> <li>• Degree or Diploma in Nursing, those with master’s degree will be an added advantage.</li> <li>• Valid practicing license issued by the Singapore Nursing Board.</li> <li>• Valid certification in AED and BCLS</li> <li>• At least 4-5 years of as a nurse manager with some exposure in a geriatric setting and quality management will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct periodic audits and obtain feedback to identify gaps and recommend improvements.</li> <li>• Assist in developing and revising policies and procedures to enhance clinical nursing quality.</li> <li>• Collaborate with clinical staff to develop protocols for resident safety and quality.</li> <li>• Promote ongoing residents' safety and stay updated on latest clinical practices.</li> <li>• Facilitate reviews of Enhanced Nursing Home Standards (ENHS) and investigate incident reports.</li> <li>• Analyze Serious Reportable Events (SRE), escalate with recommendations, and follow up on action plans.</li> <li>• Coordinate internal audits, documentation audits, kitchen audits, and environmental audits.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days’ work week</li> <li>• 44 hours per week</li> <li>• Henderson Nursing Home</li> </ul>
<b>Occupational Therapist</b>	<ul style="list-style-type: none"> <li>• At least 5 years’ experience</li> <li>• Possess a recognised qualification in Physiotherapy and fully registered with AHPC, Singapore</li> <li>• Applicants must be willing to travel across Singapore</li> </ul>	<ul style="list-style-type: none"> <li>• Provide therapy services as required in various community care settings in Econ.</li> <li>• Carry out initial and routine assessments.</li> <li>• Develop individualized care plans and recommend appropriate intervention programmes.</li> <li>• Ensure proper and accurate documentation is done.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days’ work week</li> <li>• 44 hours per week</li> <li>• Various locations</li> </ul>

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		<ul style="list-style-type: none"> <li>• Coordinate and work closely with the multi-disciplinary team to provide holistic care.</li> <li>• Provide supervision and training for therapy and care staff whenever required.</li> <li>• Participate in quality improvement projects.</li> <li>• Perform other duties and responsibilities including admin that may be assigned.</li> </ul>	
<p><b>Physiotherapist</b></p>	<ul style="list-style-type: none"> <li>• At least 5 years' experience</li> <li>• Possess a recognised qualification in Physiotherapy and fully registered with AHPC, Singapore</li> <li>• Applicants must be willing to travel across Singapore</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct comprehensive functional assessments using standardized tools to evaluate clients' abilities and limitations.</li> <li>• Select and implement specific outcome measures tailored to each client's goals and functional progress, ensuring sensitivity to change and tracking over time.</li> <li>• Collaborate with clients and stakeholders to develop client-centered and SMART goals, documenting them clearly for ongoing evaluation and communication.</li> <li>• Continuously monitor client performance and motivation, modifying therapy plans as necessary based on assessment results, safety considerations, and client feedback.</li> <li>• Provide client education on self-management strategies for health, mobility, and function, while overseeing clinical operations, staff development, quality assurance, and compliance</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days' work week</li> <li>• 44 hours per week</li> <li>• Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		with organizational standards.	

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