



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 – LENTOR HEALTH JOB LISTING BOOKLET

6 May 2024  
10pm to 4pm

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#### **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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## Lentor Health

The Lentor Health Group is rapidly expanding and will be operating 1,300 beds in 5 nursing homes & 3 senior care centres located across Singapore.

We are accredited by Singapore Nursing Board as a Clinical Education Centre. Our care team consists of SNB recognised Clinical Instructors and ITE trained OJT trainers. Training is integral in providing quality care for our residents and clients. We provide a comprehensive continuous training program for our care staff as they continue to grow with us.

Join us with a mission, create a home of choice with professional care from the heart.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Community Care Associate</b>	<ul style="list-style-type: none"> <li>• Understand basic English.</li> <li>• Multilingual an added advantage.</li> <li>• Physically fit, able to push wheelchair and assist with transferring of elderly.</li> <li>• Love to care for the elderly.</li> <li>• Patience &amp; proactive</li> </ul>	<ul style="list-style-type: none"> <li>• Basic nursing care:               <ol style="list-style-type: none"> <li>a. Monitor vital signs.</li> <li>b. Prepare meals, milk / drinks.</li> <li>c. Meal feeding / NGT feeding.</li> <li>d. Assist to feed oral medicine.</li> <li>e. Shower/ Bed sponging.</li> <li>f. Personal Hygiene.</li> <li>g. Bed-making (arranging bedsheets)</li> <li>h. Changing diaper/assist toileting</li> <li>i. Transferring / positioning</li> </ol> </li> <li>• Conduct activities and basic exercise.</li> <li>• Assist physiotherapist / occupational therapy with rehabilitation program.</li> <li>• Accompany / Escort elderly for medical / social appointment and outing.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-days work week</li> <li>• Mon to Fri &amp; alternate Sat: 7.30am to 4.30pm, or 8am to 5pm</li> <li>• West Coast, Macpherson, Lentor Ave</li> </ul>
<b>Patient Care Assistant</b>	<ul style="list-style-type: none"> <li>• Understand basic English, multilingual an added advantage.</li> <li>• Physically fit, able to push wheelchair and assist with transferring of elderly.</li> <li>• Love to care for the elderly.</li> <li>• Patience &amp; proactive.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the elderly with their activities of daily living:               <p>Basic care:</p> <ul style="list-style-type: none"> <li>- Monitor vital signs</li> <li>- feeding</li> <li>- basic hygiene care</li> <li>- wash cups &amp; cutlery</li> <li>- diaper changing &amp; assist with toileting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days work week (Mon to Fri &amp; alternate Sat)</li> <li>• Lentor Ave</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>- Conduct activities and basic exercise</li> <li>- Assist physiotherapist / occupational therapy with rehabilitation program</li> <li>- Accompany / Escort elderly for medical / social appointment and outing</li> </ul>	
<b>Day Care Assistant</b>	<ul style="list-style-type: none"> <li>• Understand basic English.</li> <li>• Multilingual an added advantage.</li> <li>• Physically fit, able to push wheelchair.</li> <li>• Love to care for the elderly.</li> <li>• Patience &amp; proactive.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor vital signs.</li> <li>• Feeding.</li> <li>• Basic hygiene care.</li> <li>• Wash cups &amp; cutlery.</li> <li>• Diaper changing &amp; assist with toileting.</li> <li>• Conduct activities and basic exercise.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-days work week</li> <li>• Mon to Fri &amp; alternate Sat: 7.30am to 4.30pm, or 8am to 5pm</li> <li>- Lentor Ave, Macpherson, West Coast</li> </ul>
<b>Home Care Staff Nurse</b>	<ul style="list-style-type: none"> <li>• Diploma / Degree in Nursing</li> <li>• RN full registration with the Singapore Nursing Board</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with MOH &amp; SNB standards of nursing practices.</li> <li>• Provide care delivery and nursing interventions to home care clients.</li> <li>• Conduct assessments of new Home Care clients.</li> <li>• Clinical documentation.</li> <li>• Administer medications.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• Mon to Fri &amp; alternate Sat: 7.30am to 4.30pm, or 8am to 5pm</li> <li>• 2 Macpherson Walk, Singapore 369573</li> </ul>
<b>Therapy Assistant (Nursing Home / Rehab Centre)</b>	<ul style="list-style-type: none"> <li>• Therapy Support Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Assist therapists to deliver therapy exercise according to care plan.</li> <li>• Supervise the elderly in practicing activities of daily living.</li> <li>• Facilitate small group activities and conduct bedside therapy exercises.</li> <li>• Maintain, clean, and sterilize rehabilitation equipment.</li> <li>• Ensure the safety of the elderly during rehabilitation sessions.</li> <li>• Administrative duties.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-days work week</li> <li>• Mon to Fri &amp; alternate Sat: 8.30am to 5.30pm</li> <li>• Lentor Avenue, Macpherson, West Coast.</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Nursing Admin Assistant</b>	<ul style="list-style-type: none"> <li>GCE 'O' Level</li> </ul>	<ul style="list-style-type: none"> <li>Support and assist Nurse Manager and nursing team in the daily administrative duties.</li> <li>Prepare and process new admissions.</li> <li>Collate and compile Clinical Quality Indicators &amp; data.</li> <li>Writing minutes for nursing meetings.</li> <li>Upkeep of SOP.</li> <li>Coordination of Outpatient appointments for Nursing Home residents.</li> <li>Collating of training records for staff.</li> <li>Upkeep and collation of Vaccination records for residents and staff.</li> <li>Collation and upkeep of residents database for ACP/PPC.</li> <li>Coordination of Vaccination Exercise for staff and residents.</li> <li>Management of medical supplies inventory &amp; distribution.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>9am to 6pm</li> <li>2 Macpherson Walk, Singapore 369573</li> </ul>
<b>Front Desk Officer</b>	<ul style="list-style-type: none"> <li>GCE 'N' Level</li> <li>Basic English</li> <li>Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Assist visitors, volunteers, and family members with any queries and direction finding.</li> <li>Issue &amp; control visitors' pass for access to the building.</li> <li>Provide updated information to the public and potential clients pertaining to our services, program, and prices.</li> <li>Assist family members of nursing home and senior care centre on any administrative matters.</li> <li>Manage all contractors and vendors, ensure that they are registered at the reception counter and</li> </ul>	<ul style="list-style-type: none"> <li>5.5-days work week</li> <li>8am to 5pm</li> <li>2 Macpherson Walk, Singapore 369573</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>direct them to the service lifts.</p> <ul style="list-style-type: none"> <li>Assist Security Officer during peak traffic hours to man the drop off point and direct drivers to the appropriate parking lots.</li> </ul>	
<b>Staff Nurse (Home Care / Nursing Home)</b>	<ul style="list-style-type: none"> <li>Diploma / Degree in Nursing</li> <li>Full registration with the Singapore Nursing Board</li> </ul>	<ul style="list-style-type: none"> <li>Comply with MOH &amp; SNB standards of nursing practices.</li> <li>Provide care delivery and nursing interventions.</li> <li>Conduct admissions assessments.</li> <li>Clinical documentation.</li> <li>Administer medications.</li> </ul>	<ul style="list-style-type: none"> <li>5.5-days work week</li> <li>Shift work.</li> <li>2 Macpherson Walk, Singapore 369573</li> </ul>
<b>Enrolled Nurse (Nursing Home)</b>	<ul style="list-style-type: none"> <li>Nitec in Nursing</li> <li>Full registration with the Singapore Nursing Board.</li> </ul>	<ul style="list-style-type: none"> <li>Provide quality nursing care in compliance to approved standards of nursing practices.</li> <li>Assist SN in new admission assessment and orientation.</li> <li>Carry out nursing rounds with the SN.</li> <li>Assist SN in ensuring residents take their medicines.</li> <li>Initiate activities as first responder at emergency situations; alerts and supports the SN.</li> <li>Organize and send residents for appropriate therapy as prescribed.</li> <li>Coordinate residents' medical check-ups &amp; arrange transport.</li> <li>Maintain accurate documentation of care given.</li> </ul>	<ul style="list-style-type: none"> <li>5.5-days work week.</li> <li>Shift work.</li> <li>Lentor Avue, Macpherson, West Coast.</li> </ul>
<b>HR Generalist / Senior HR Generalist</b>	<ul style="list-style-type: none"> <li>Meticulous &amp; proactive</li> <li>Well organized</li> <li>Able to multi-task</li> <li>Proficient in MS office (Word, Excel, PowerPoint)</li> </ul>	<ul style="list-style-type: none"> <li>You will handle full spectrum of HR operations and HR administration duties, which include but not limited to:</li> <li>recruitment, onboarding &amp; offboarding</li> </ul>	<ul style="list-style-type: none"> <li>5 days work week.</li> <li>HR Generalist (Lentor)</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• work pass related matters.</li> <li>• claims reimbursement &amp; leave records.</li> <li>• monthly attendance &amp; payroll closing</li> <li>• incident reporting &amp; insurance claim submission</li> <li>• foreign worker accommodation</li> <li>• MOM compliance</li> <li>• staff training course registration</li> <li>• keep track of training certificates and professional licensing</li> <li>• staff vaccination records</li> <li>• staff benefits &amp; welfare.</li> <li>• staff engagement</li> <li>• other duties as assigned by the supervisor and management.</li> </ul>	<ul style="list-style-type: none"> <li>• Senior HR Generalist (Ang Mo Kio)</li> </ul>
<b>Accounts Executive</b>	<ul style="list-style-type: none"> <li>• Certificate in Accountancy</li> <li>• Detail oriented.</li> <li>• Able to meet timeline.</li> <li>• Experience in handling Nursing Home related accounting duties an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and maintain Residents/Clients' accounts – AR, AP, GL include invoicing and payment.</li> <li>• Support in preparing monthly, quarterly, and year-end closing of accounts.</li> <li>• Assist in GST Filing for quarterly submission and maintaining proper filing of accounts record.</li> <li>• Other duties as assigned to support the team</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• Ang Mo Kio</li> </ul>
<b>Occupational Therapist</b>	<ul style="list-style-type: none"> <li>• Full registration with AHPC Singapore, must possess a recognised qualification in Occupational Therapy.</li> <li>• At least 3 years of relevant working experience in healthcare setting.</li> </ul>	<p>Clinical</p> <ul style="list-style-type: none"> <li>-Ensure compliance with SOPs and regulations of all relevant authorities</li> <li>-Conduct admission / routine assessment on residents/clients</li> <li>-Develop treatment plans</li> <li>-Work closely with multi-disciplinary team for the conduct of OT programmes and activities for residents/clients</li> <li>- Participate in multi-disciplinary meetings</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• West Coast</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>- Keep proper records of all services performed</li> <li>-Perform home services or services at other designated locations as and when assigned</li>   <li>Supervisory &amp; Management</li> <li>-Supervise &amp; provide training to junior support care staff for OT related activities</li> <li>-Proper management of resources to ensure cost effective, meet quality and productivity</li> <li>-Maintain and upkeep proper equipment &amp; inventory control with regular inspection and audits. Report faulty equipment timely.</li> <li>-Review and provide suggestions to improve work processes</li> <li>-Lead and implement quality improvement project(s)</li> <li>-Ensure proper documentation and billing for residents/clients</li> </ul>	
<p><b>Facilities Technician</b></p>	<ul style="list-style-type: none"> <li>• Certificate / Diploma in a related field</li> <li>• Preferably 2 years of relevant working experience</li> </ul>	<ul style="list-style-type: none"> <li>• To assist the Operations Manager in the facilities set up of the new nursing home and daily service requests on facilities operations, management, and maintenance for the group of companies.</li> <li>• Assist in troubleshooting faults related to mechanical and electrical equipment, infrastructure, engineering, building, etc.</li> <li>• Attending to breakdowns and feedback</li> <li>• Assist in handling installation, repair, rectification, and replacement work.</li> <li>• Perform routine inspection and maintenance work.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 (Mon to Fri &amp; alternate Sat)</li> <li>• West Coast</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Assist in procurement of supplies and parts.</li> <li>• Work with Nursing Department on their procurement needs and stock supplies.</li> <li>• Assist in managing inventory control of company assets, equipment, instrument, and tools.</li> <li>• Assist in ensuring quality standards of all services and systems, complying with the statutory requirements.</li> <li>• Perform general housekeeping activities.</li> <li>• Liaise with vendors / contractors and supervise their work on site.</li> <li>• Assist in visitor management and emergency preparedness duties as and when needed.</li> </ul>	
<b>Laundry Assistant</b>	<ul style="list-style-type: none"> <li>• Physically fit, able to handle heavy loads of laundry and able to stand for long hours during duty.</li> <li>• Hardworking, responsible, and co-operative.</li> <li>• Able to commit work 6 days shift work, including Public Holiday and weekend.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform daily laundry tasks according to standard procedures.</li> <li>• Collect soiled laundry from wards, wash, dry and fold laundry and deliver clean laundry to the wards as scheduled.</li> <li>• Clean washers, dryers and maintain storage areas.</li> <li>• Follow safety precautions when performing tasks, when using equipment &amp; handling washing chemicals.</li> <li>• Report all hazardous conditions and equipment to the supervisor.</li> <li>• Operate washing machine &amp; dryer.</li> </ul>	<ul style="list-style-type: none"> <li>• 6-days work week, including PH and weekend.</li> <li>• 44 hours per week</li> <li>• West Coast, Macpherson</li> </ul>
<b>Kitchen Assistant</b>	<ul style="list-style-type: none"> <li>• Able to commit work 6 days Shift Work per week, including weekend and Public Holiday</li> </ul>	<ul style="list-style-type: none"> <li>• Assist chef/cook in preparing meals for residents and staff.</li> <li>• Cutting and washing</li> <li>• Dish washing</li> </ul>	<ul style="list-style-type: none"> <li>• 6-days work week, including PH and weekend.</li> <li>• 44 hours per week</li> </ul>

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	<ul style="list-style-type: none"> <li>• Able to understand simple English.</li> <li>• Good communication and interpersonal skills.</li> <li>• Hardworking &amp; good teamwork.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in replenishing &amp; receiving stock.</li> <li>• Assist to control costs by minimizing spoilage, waste and exercising portion control.</li> <li>• Handle kitchen equipment &amp; utensils in a proper manner.</li> <li>• Report malfunction of kitchen equipment.</li> <li>• Maintain high standards of cleanliness, hygiene and safety.</li> </ul>	<ul style="list-style-type: none"> <li>• West Coast</li> </ul>
<b>Cook</b>	<ul style="list-style-type: none"> <li>• Able to commit work 6 days Shift Work per week, including weekend and Public Holiday.</li> <li>• Able to understand simple English.</li> <li>• Good communication and interpersonal skills</li> <li>• Hardworking &amp; good teamwork.</li> </ul>	<ul style="list-style-type: none"> <li>• Cook meals for residents and staff.</li> <li>• Check the quality of ingredients and food.</li> <li>• Replenish stock.</li> <li>• Assist to control costs by minimizing spoilage, waste, and exercising portion control.</li> <li>• Handle kitchen equipment &amp; utensils in a proper manner. -Report malfunction of kitchen equipment</li> <li>• Maintain high standards of cleanliness, hygiene and safety.</li> <li>• Duties assigned by Chef</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days Shift Work per week, including weekend and Public Holiday</li> <li>• West Coast</li> </ul>
<b>Pharmacy Technician</b>	<ul style="list-style-type: none"> <li>• Possess Certified Pharmacy Technician Certification (CPTC) OR Diploma in Pharmaceutical Science.</li> <li>• Completed Basic Skill Test OR Certified Pharmacy Technician Certification (CPTC)</li> <li>• Able to work independently with minimal supervision.</li> <li>• Able to communicate effectively across various departments.</li> <li>• Fresh Diploma candidate from Pharmaceutical</li> </ul>	<ul style="list-style-type: none"> <li>• Assist Nursing team in all aspects of the pharmacy's daily operations:</li> <li>• Process residents' medicine orders.</li> <li>• Packing of medicine</li> <li>• Dispensing of medications to nursing lead</li> <li>• Co-ordinate Pharmacy functions and services daily, including billing/administrative documentation.</li> <li>• Inventory Management - monitor and maintain</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Macpherson</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Science is welcome to apply.</p> <ul style="list-style-type: none"> <li>• Relevant working experience in healthcare would be an added advantage.</li> <li>• Willing to take up ad hoc responsibilities in the department as an effective team member to achieve common goals of the company.</li> </ul>	<p>inventory stock level of drugs in the areas of work.</p> <ul style="list-style-type: none"> <li>• Participate in department projects and activities as assigned</li> </ul>	

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