



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 – ST LUKE'S ELDERCARE JOB LISTING BOOKLET

11 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**

**PAGE**

St Luke’s ElderCare ..... 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.*

## St Luke's ElderCare

St Luke's is a Christian healthcare provider committed to meeting the evolving needs of our patients, clients and caregivers. Within the St Luke's eco-system, St Luke's ElderCare delivers a full range of integrated services and programmes for our elders through our Residence (Nursing Home) in Ang Mo Kio, three Active Ageing Hub in Anchorvale, Bishan and Northshore, two Active Ageing Centres (Care) in Chong Pang and Teck Whye Vista and 24 Senior Care and Rehabilitation Centres islandwide, while St Luke's Hospital is a 243-bed community hospital that serves patients regardless of race, language or religion.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Community Care Associate</b>	<ul style="list-style-type: none"> <li>• Possesses willingness and patience in serving the elderly.</li> <li>• Prior experience in caregiving duties in Hospitals; Nursing Homes or individual parents would be advantageous.</li> <li>• Team player with strong communication, interpersonal and organizational abilities.</li> <li>• Capable of working independently and under time constraints.</li> <li>• Proficient in the use of Microsoft Office applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist elderly in basic activities of daily living (BADL), including assistance with personal hygiene and transfers.</li> <li>• Identify care needs of seniors such as dietic needs and other areas relating to well-being of elders.</li> <li>• Monitor health status of clients (vital signs, glucose level and oxygen saturation) and escalate to Supervisor or Manager when required.</li> <li>• Assist in serving medication, pre-packed medication and apply prescribed topical medication as instructed by Supervisor or Manager.</li> <li>• Plan and conduct activities suitable for seniors taking into consideration their preferences and interests.</li> <li>• Observe seniors' engagement during sessions and provide feedback on seniors' responses and progress.</li> <li>• Ensure environmental safety and hygiene of the centre, including carrying out the necessary cleaning and disinfection along with looking out for hazards.</li> <li>• Able to do basic documentation of seniors' participation in various engagement activities.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-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
<p><b>Community Engagement Associate</b></p>	<ul style="list-style-type: none"> <li>• Minimum Higher Nitec qualifications.</li> <li>• Prior experience in Senior Care Centre, Active Ageing Centre or similar setting would be Advantageous.</li> <li>• Passionate about serving elders.</li> <li>• Resourceful, proactive, responsible, and focused on clients.</li> <li>• Team player with strong communications, interpersonal and organizational abilities.</li> <li>• Capable of working independently and under time constraints.</li> <li>• Proficient in the use of Microsoft Office Applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Organise community engagement programmes and services.</li> <li>• Conduct needs assessment of tailor engagement plan for each elder.</li> <li>• Prepare collaterals for the promotion of programmes and services.</li> <li>• Assist in the evaluation and review of programmes and services for effectiveness and improvement.</li> <li>• Ensure safety procedures are adhered to for all programmes and services.</li> <li>• Attend to all relevant enquiries and service requests from the community.</li> <li>• Support the needs and well-being of the elders and their caregivers in the community through home visits, care planning, service referrals, activity recommendations, etc.</li> <li>• Plan and coordinate befriending and community screening efforts for elders in the community.</li> <li>• Monitor the alert alarm system (AAS), if any, during office hours including investigating and rendering necessary assistance.</li> <li>• Assist in the management of AAC membership including recruitment, publicity, registration, and retention.</li> <li>• Maintain a database of membership and volunteer management</li> </ul>	<ul style="list-style-type: none"> <li>• 5-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
		using the in-house AAC management system. <ul style="list-style-type: none"> <li>Recruit and manage volunteers to support the AAC programmes and services.</li> <li>Liaise with internal and external sources of partnerships to conduct and implement programmes and services for the elderly in the community.</li> <li>Prepare relevant reports and claims to various internal and external stakeholders.</li> <li>Ensure adherence to MOH's requirements for AAC Service Model.</li> <li>Assist with engagement programme and service administration, operations, and logistics.</li> <li>Ensure the environmental safety and hygiene of activity areas at all times.</li> <li>Ensure that all equipment is in good operational condition.</li> </ul>	
<b>Care Staff</b>	<ul style="list-style-type: none"> <li>Minimum of 'O' Level qualifications.</li> <li>Willingness and patience in serving elderly clients.</li> <li>Prior experience with caregiving duties in Hospitals; Nursing Homes or individual's parents would be advantageous.</li> <li>Team player with great interpersonal, communication and organizational skills.</li> <li>Capable of working independently and under time constraints.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct daily visual checks on the clients' health conditions and well-being.</li> <li>Receive clients upon their arrival at the centre and send them off to the waiting vehicle during their departure.</li> <li>Supervise clients in carrying out their routine rehabilitation, therapy, and diversional activities.</li> <li>Lead and support daily activities prescribed by the rehabilitation team.</li> <li>Serve meals including tea and coffee during breaks to clients. You may be</li> </ul>	<ul style="list-style-type: none"> <li>5-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>Proficient in the use of Microsoft Office applications.</li> </ul>	<p>required to feed clients directly as well.</p> <ul style="list-style-type: none"> <li>Assist elderly in basic activities of daily living (BADL), including assistance with personal hygiene and transfers.</li> <li>Ensure the cleanliness and safety of the centre at all times and carry out the necessary daily cleaning.</li> <li>Any other projects assigned by the manager.</li> </ul>	
<p><b>Care Partner</b></p>	<ul style="list-style-type: none"> <li>WSQ Certificate in Healthcare (Nursing Care), HMI or equivalent qualification.</li> <li>Preferably with one year of relevant experience in Home Care, Nursing Home, Community Hospital or Hospital Setting.</li> <li>Team player with strong communication, interpersonal and organizational abilities.</li> <li>Capable of working independently and under time constraints.</li> <li>Proficient in the use of Microsoft Office applications.</li> </ul>	<ul style="list-style-type: none"> <li>Perform activities such as bathing, dressing, undressing, grooming, feeding, toileting needs, etc.</li> <li>in transferring residents from wheelchair to bed and vice versa, ambulation with walking aids.</li> <li>Provide social and emotional support for residents through interactive activities with guidance.</li> <li>Provide accurate documentation of resident care based on knowledge of the nursing process and related incidents.</li> </ul> <p>For example:</p> <p>(a) Taking and recording of weight, height, vital signs of residents.</p> <p>(b) Testing of urine and recording the results.</p> <p>(c) Provide accurate information on bowel movements of residents.</p> <p>(d) Provide accurate information on residents' food and fluid consumption.</p> <ul style="list-style-type: none"> <li>Assist in preparing tea breaks and serving meals, feeding, cleaning up after mealtimes.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hrs per week</li> <li>Ang Mo Kio</li> <li>Able to work rotating shifts.</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Assist nurses in performing simple nursing tasks (eg feeding, toileting, showering) and monitor elders’ health status daily.</li> <li>• Assist doctors and nursing staff during treatments and examinations of residents and ensure privacy of residents at all times.</li> <li>• Conduct cognitive, physical, recreational &amp; social activities so as to promote relationship building among other elders.</li> <li>• Perform nursing procedures such as naso-gastric feeding.</li> <li>• Ensure that all reports in relation to all aspects of resident care management are accurately documented.</li> <li>• Ensure the proper dispensing and recording of consumables.</li> <li>• Any other projects assigned by the manager.</li> </ul>	
<p><b>Transport Captain</b></p>	<ul style="list-style-type: none"> <li>• Candidates must hold Class 3 and Class 4 Licenses.</li> <li>• Experience in simple electrical or mechanical repair is a plus.</li> <li>• Prior experience in driving or caregiving duties in Hospitals, Nursing Homes or individual parents would be advantageous.</li> <li>• Willing and patient in serving elderly clients.</li> <li>• Team player with strong communications, interpersonal and organizational abilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Drive clients from their home to the centre, and from the centre to home safely and punctually.</li> <li>• Conduct daily visual checks on clients’ health conditions and well-being, along with contacting their family members if needed.</li> <li>• Receive clients upon their arrival at the centre and during their departure, help send them off to the waiting vehicle.</li> <li>• Ensure clients’ safety when they are boarding &amp; alighting from the vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 44hrs per week</li> <li>• Various locations</li> </ul>

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	<ul style="list-style-type: none"> <li>• Capable of working independently and under time constraints.</li> <li>• Proficient in the use of Microsoft Office applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain an up-to-date name list of clients on transport.</li> <li>• Assist in scheduling clients' transport timetable efficiently.</li> <li>• Keep vehicle logbook up to date.</li> <li>• Conduct daily checks on the vehicle.</li> <li>• Manage vehicle maintenance and repair schedules.</li> <li>• Assist Care staff and Therapy Assistant in routine duties in caring for clients.</li> <li>• Conduct programs, screening, and assessment for the elderly, and assist in basic ADLs.</li> <li>• Help maintain cleanliness of centres.</li> <li>• Undertake any multi-skilled job as assigned by the Centre Manager.</li> </ul>	
<p><b>Facilities, Executive</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Facilities Management, Business Administration, or a related field.</li> <li>• BCA certification in Building Management and Fire Safety.</li> <li>• Proven experience in facilities management, space planning, and contract negotiation.</li> <li>• Strong knowledge of building systems, maintenance, and safety regulations.</li> <li>• Excellent communication and leadership skills.</li> <li>• Proficiency in using facility management software and tools.</li> <li>• Ability to work independently and</li> </ul>	<ul style="list-style-type: none"> <li>• Space Planning</li> <li>• Develop and execute space utilization strategies to optimize the use of daycare facilities.</li> <li>• Collaborate with various departments to understand their requirements and plan accordingly.</li> <li>• Implement space allocation and reallocation plans to accommodate changing business needs.</li> <li>• Contracts Negotiation</li> <li>• Negotiate and manage contracts with vendors, service providers, and suppliers for facility-related services.</li> <li>• Ensure cost-effectiveness and adherence to budgetary</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>collaboratively, managing multiple projects simultaneously.</p> <ul style="list-style-type: none"> <li>• Knowledge of sustainability and energy-efficient practices in facility management is a plus.</li> <li>• Strong problem-solving abilities and attention to detail.</li> <li>• Willingness to respond to facility-related emergencies outside of regular working hours.</li> </ul>	<p>constraints while maintaining service quality.</p> <ul style="list-style-type: none"> <li>• Monitor and enforce contract compliance, including performance standards and deliverables.</li> <li>• Facilities Management</li> <li>• Oversee the day-to-day operation and maintenance of the facilities, including building systems, security, and infrastructure.</li> <li>• Manage facility service requests, work orders, and repairs, ensuring timely resolution.</li> <li>• Develop and implement preventive maintenance programs to ensure facility reliability and safety.</li> <li>• Supervise a team of facility personnel and provide leadership in achieving operational goals.</li> <li>• Health and Safety Compliance</li> <li>• Ensure compliance with fire safety regulations and emergency response procedures.</li> <li>• Conduct regular safety inspections and drills to maintain a safe working environment.</li> <li>• Collaborate with relevant authorities to obtain and renew necessary safety permits and certificates.</li> <li>• Budget Management</li> <li>• Assist in the development and management of the facilities budget.</li> <li>• Monitor expenses, identify cost-saving opportunities, and report on budget performance.</li> <li>• Reporting and Documentation</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Maintain accurate records, documentation, and reports related to facility management activities.</li> <li>• Generate regular reports on facility performance, issues, and improvements.</li> <li>• BCA Certification Compliance</li> <li>• Stay up to date with building management and fire safety regulations.</li> <li>• Ensure that the organization follows BCA requirements and guidelines.</li> </ul>	
<p><b>Finance Executive</b></p>	<ul style="list-style-type: none"> <li>• Degree or Diploma in Finance, Economics, Business Studies, or a similar discipline.</li> <li>• Candidates who are currently enrolled in CPA Australia will be considered as well.</li> <li>• Solid understanding of basic bookkeeping and accounting skills is required.</li> <li>• Proven ability to calculate, post and manage accounting figures and financial records.</li> <li>• Proven ability to calculate, post and manage accounting figures and financial records.</li> <li>• Team player with strong communication, interpersonal and organizational abilities.</li> <li>• Capable of working independently and under time constraints.</li> </ul>	<ul style="list-style-type: none"> <li>• Post business transactions, process invoices, verify financial data for use and maintain accounts payable records.</li> <li>• Provide other clerical support necessary to pay the obligations of the organization.</li> <li>• Maintain meticulous records of outstanding payables.</li> <li>• Ensure the accuracy of an organization’s financial documents for payment, auditing, and tax purposes.</li> <li>• Process out going payments in compliance with financial policies and procedures.</li> <li>• Perform day-to-day financial transactions, including verifying, classifying and recording accounts payable data.</li> <li>• Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, and statements</li> <li>• Protect businesses against unintentional overpayment.</li> <li>• Practice effective monitoring to ensure payments are</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> </ul>

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		<p>made to vendors in a timely manner.</p> <ul style="list-style-type: none"> <li>• Verifies vendor accounts by reconciling monthly statements and related transactions.</li> <li>• Clarify any questionable invoice items, prices, and receiving signatures.</li> <li>• Assemble and review invoices to be completed for payment.</li> <li>• Maintain copies of vouchers, invoices or correspondence necessary for files.</li> <li>• Obtain proper information and data regarding invoice payments.</li> <li>• Check vendor files for any previous payments and assign voucher numbers.</li> <li>• Prepare vouchers listing invoice number, date, vendor address, item description, amounts and coding per accounting policies and procedures.</li> <li>• Verify invoices against purchase orders and ensure goods or services were received before issuing payment to vendors.</li> </ul>	
<p><b>HR Payroll</b></p>	<ul style="list-style-type: none"> <li>• Diploma in Human Resources, Finance, Administration, or related fields of study.</li> <li>• At least 5 years of relevant experience.</li> <li>• Understand and well-versed with local employment laws and tax regulations.</li> <li>• Meticulous, able to work independently and proven strong time management skills.</li> <li>• Able to demonstrate integrity and ownership during work.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement full spectrum of employee payroll cycle and functions.</li> <li>• Ensure monthly and ad-hoc staff salary payments, together with reimbursement claims, are processed promptly.</li> <li>• Manage and update employees' payroll records and documentation.</li> <li>• Submission of claims for Maternity Leave, Paternity Leave, Childcare Leave, NS Make-Up Pay claims and other government fundings.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> </ul>

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	<ul style="list-style-type: none"> <li>Proficiency in MS Excel.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare and submit monthly contributions details to the Central Provident Fund Board.</li> <li>Submit employees' income information to Inland Revenue Authority of Singapore via Auto-Inclusion Scheme.</li> <li>Process tax clearance (IR21) for foreign employees.</li> <li>Process insurance claims for staff.</li> <li>Respond to staff enquiries regarding payroll matters.</li> <li>Generate monthly payroll summaries for the Finance Department and liaise with internal and external auditors during payroll audit.</li> <li>Assist with other ad-hoc HR duties as assigned.</li> </ul>	
<b>Partnerships, Executive</b>	<ul style="list-style-type: none"> <li>Degree or related training in social services or similar discipline.</li> <li>Minimum 4 years of volunteer management or non-profit experience.</li> <li>Skilled in developing and making presentations needed to perform training and information sessions.</li> <li>Knowledge in using some basic designing software e.g. Canva, Vista Create, Photoshop would be advantageous.</li> <li>Writing skills related to writing the documents needed to manage the programme such as volunteer job descriptions, volunteer information kits etc.</li> <li>Team player with strong communication,</li> </ul>	<ul style="list-style-type: none"> <li>Efficiently draw volunteers from diverse backgrounds for our island-wide services within stakeholder groups.</li> <li>Develop and implement effective strategies to actively engage and retain volunteers across various stakeholder groups associated with SLEC.</li> <li>Create and maintain informational kits, job descriptions, task lists, and other relevant materials for the volunteer program, ensuring they are regularly updated.</li> <li>Connect volunteers with staff and programs needing support.</li> <li>Respond to requests from groups and individuals looking for volunteer opportunities or projects.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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	<p>interpersonal and organizational skills.</p> <ul style="list-style-type: none"> <li>Capable of working independently and under time constraints.</li> </ul>	<ul style="list-style-type: none"> <li>Train volunteers and/or ensure that training is provided for volunteers as needed.</li> <li>Create and update volunteer records, training curriculum, checklists, and manuals as needed, ensuring proper maintenance.</li> </ul>	
<b>Enrolled Nurse</b>	<ul style="list-style-type: none"> <li>Minimum NITEC in Nursing and above.</li> <li>Newly attained upgrades from Nursing Aides.</li> <li>Registered with Singapore Nursing Board (SNB)</li> <li>Team player with strong, communication, interpersonal and organisation abilities.</li> <li>Capable of working independently and under time constraints.</li> <li>Proficient in the use of Microsoft Office applications.</li> </ul>	<ul style="list-style-type: none"> <li>Support and participate in quality improvement and research activities to enhance resident care management and improve practices.</li> <li>Comply with ENHS requirements in care and documentation.</li> <li>Lead in response to emergencies, perform first aid and arrange for an ambulance when an emergency arises.</li> <li>Serve as a consultant to the care partners on basic nursing issues.</li> <li>Monitor the health and nutritional status of residents daily and escalate to Senior Nurse where applicable.</li> <li>Assist in the physical examination and other minor procedures accordingly according to competency levels.</li> <li>Ensure specimens are collected appropriately and dispatched on time.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>SLEC nursing home.</li> </ul>
<b>Staff Nurse</b>	<ul style="list-style-type: none"> <li>Diploma, Advanced Diploma, Higher Diploma or Graduate Diploma in Nursing or a similar discipline.</li> <li>At least 3 years of working experience in the related field is required.</li> </ul>	<ul style="list-style-type: none"> <li>Comply with ENHS requirements in care and documentation.</li> <li>Lead in response, perform first aid and arrange for ambulance when emergency arises.</li> <li>Serve as a consultant and provide clinical expertise to</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>SLEC nursing home.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Valid Singapore Nursing Board License (Staff Nurse).</li> <li>• Patience and Compassion in serving elderly residents.</li> <li>• Team player with strong communications, interpersonal and organizational abilities.</li> <li>• Capable of working independently and under time constraints.</li> <li>• Proficient in the use of Microsoft Office applications.</li> <li>• Able to work for rotating shifts and weekends.</li> </ul>	<p>junior nurses on professional and nursing issues.</p> <ul style="list-style-type: none"> <li>• Assess &amp; monitor health and nutritional status of residents during daily rounds.</li> <li>• Carry out physical examination and other minor procedures according to competency levels.</li> <li>• Ensure specimens are collected appropriately and dispatched on time.</li> <li>• Formulate nursing care plans according to residents' wishes and their best interest.</li> </ul>	

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