



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 – PCF SPARKLE CARE JOB LISTING BOOKLET

14 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.

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EMPLOER

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PAP Community Foundation - PCF Sparkle Care..... 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.

PCF Sparkle Care

PCF Sparkle Care is an integrated eldercare facility. The Senior Care Centre provides centre-based community care services for seniors who are physically frail and in need of supervision during the day while their loved ones are at work.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Care Programme Coordinator	<ul style="list-style-type: none"> Advanced/Higher/Certificate in Community & Social Service [Senior Care Services] and good 'O' Level [minimum 3 credits] or WSQ Higher Certificate in Healthcare Support [Nursing care] Open to new entrants. 	<ul style="list-style-type: none"> Care for the well-being and safety of elderly clients [at all times] in the Senior Care Centre. Prepare and conduct programme activities for elderly clients. Organize social and recreational group excursions. Update Individual Care Plans and relevant records daily. Support caregivers and volunteers in caring for clients. 	<ul style="list-style-type: none"> 5.5-days work week 44hrs per week Various locations
Therapy Assistant	<ul style="list-style-type: none"> Certificate in Rehabilitation Therapy 	<ul style="list-style-type: none"> Run therapy programmes and exercises for rehabilitation clients [in close coordination with Physiotherapist and Occupational Therapist]. Provide assistance in active daily living activities, e.g. feeding, toileting and dressing. Provide secondary support for the conduct of care programme and activities for day care clients. Care for the well-being and safety of day care and rehabilitation clients. 	<ul style="list-style-type: none"> 5.5-days work week 44hrs per week Various locations
Health Care Assistant	<ul style="list-style-type: none"> Degree in Nursing from an overseas institution 	<ul style="list-style-type: none"> Care for the health, well-being, and safety of elderly clients [at all times] in the Senior Care Centre. Deliver nursing care needs for elderly clients [under supervision of the center's Registered Nurse]. 	<ul style="list-style-type: none"> 5.5-days work week 44hrs per week Various locations

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		<ul style="list-style-type: none"> • Prepare and conduct programme activities for elderly clients. • Organise social and recreational group excursions. • Update Individual Care Plans and relevant records. • Look after clients' personal care needs and cleanliness. • Support caregivers and volunteers in caring for clients. 	
Senior Nurse	<ul style="list-style-type: none"> • Diploma in Nursing • Fully Registered with the Singapore Nursing Board 	<ul style="list-style-type: none"> • Take charge of entire clinical nursing practice in a Senior Care Centre. • Take charge of nursing care for elderly clients; including fall risks and hospitalization processes. • Take charge of medical procedures in an outbreak of infectious diseases. • Conduct client assessments during admissions and periodic reviews. • Participate in multidisciplinary case discussions. • Oversee adequacy of medical supplies and equipment. 	<ul style="list-style-type: none"> • 5.5-days work week • 44hrs per week • Various locations
Senior / Physiotherapist	<ul style="list-style-type: none"> • Bachelor's degree or Diploma in Physiotherapy • Qualified and registered with AHPC [Allied Health Professions Council] 	<ul style="list-style-type: none"> • Plan and run Physiotherapy services in the Senior Care Centre [in coordination with the Centre Manager and Occupational Therapist]. • Conduct assessments for SCC clients during admission and periodic reviews. • Institute an appropriate and effective client therapy treatment. • Participate in multidisciplinary case discussions with the SCC care team. 	<ul style="list-style-type: none"> • 5.5-days work week • 44hrs per week • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Contribute to formulation and follow-up of clients' Individual Care Plan [ICP] to ensure holistic health and care coverage. • Plan and conduct group therapy programme and activities for day care clients. • Review and revise programme schedule when necessary to enhance quality of therapy program. • Take charge of proper documentation of therapy records. • Understand dementia issues and know how to manage clients who display behavioral problems [associated with onset of dementia]. • Interact to foster close and warm relationships with clients' families and caregivers; and to exhibit with sincerity the care and respect of clients. • Take charge of other duties which the Centre Manager may assign from time to time. 	
<p>Senior/ Occupational Therapist</p>	<ul style="list-style-type: none"> • Bachelor's degree or Diploma in Occupational Therapy • Qualified and registered with AHPC [Allied Health Professions Council]. 	<ul style="list-style-type: none"> • Plan and run occupational rehab therapy services in the Senior Care Centre [in coordination with the Centre Manager and Physiotherapist]. • Conduct assessments for SCC clients during admission and periodic reviews. • Institute an appropriate and effective client therapy treatment. • Participate in multidisciplinary case discussions with the SCC care team. 	<ul style="list-style-type: none"> • 5.5-days work week • 44hrs per week • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Contribute to formulation and follow-up of clients' Individual Care Plan [ICP] to ensure holistic health and care coverage. • Plan and conduct group therapy programme and activities for day care clients. • Review and revise programme schedule when necessary to enhance quality of therapy program. • Take charge of proper documentation of therapy records. • Understand dementia issues and know how to manage clients who display behavioural problems [associated with onset of dementia]. • Interact to foster close and warm relationships with clients' families and caregivers; and to exhibit with sincerity the care and respect of clients. • Take charge of other duties which the Centre Manager may assign from time to time. 	
Cleaner	<ul style="list-style-type: none"> • No experience required 	<ul style="list-style-type: none"> • Undertake to keep the entire SCC indoor and immediate external areas [including toilets, walls and partitions, doors to rooms, floor, and windows] clean. 	<ul style="list-style-type: none"> • 5.5-days work week • 44hrs per week • Various locations
Kitchen Assistant	<ul style="list-style-type: none"> • At least one year's relevant working experience. • Possess a passionate disposition to work with frail Seniors. 	<ul style="list-style-type: none"> • Prepare and serve morning breakfast and afternoon tea to clients. • Undertake to keep the kitchen area clean. • Purchase needed groceries and toiletries for use in the Centre. • Purchase sundries on instructions. • Serve refreshments to visitors and clients. 	<ul style="list-style-type: none"> • 5.5-days work week • 44hrs per week • Various locations

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		<ul style="list-style-type: none"> Wash crockery and refrigerator when necessary. Undertake any other duties as assigned from time to time. 	
Executive, Admin & Finance	<ul style="list-style-type: none"> Degree in any discipline from a recognized tertiary institution or Polytechnic Diploma in Business or Management] 	<ul style="list-style-type: none"> Manage admin and performance-related functions in a Senior Care Centre. Interact with new clients and prepare client Service Contracts. Process fee invoices and handle fee collection. Manage scheduling of clients for the service and their transportation. Perform compilation and analysis of key indicators where required. Be involved in SOP preparation and digitalization. Process subvention claims for submission to regulatory agencies. Take charge of inventory controls and equipment maintenance. Oversee purchasing functions. Support administration of customer service and client feedback. Be involved in projects or process improvements (either self-initiated or assigned). 	<ul style="list-style-type: none"> 5.5-days work week 44hrs per week Various locations
Senior/ Executive, ElderCare & Community Outreach	<ul style="list-style-type: none"> Bachelor's Degree in Diploma from an accredited University or Polytechnic. Preferably in the field of Social Work or Gerontology. New entrants are welcomed 	<ul style="list-style-type: none"> Manage and lead the daily operations of the Active Ageing Centre, in alignment with directions of AAC senior management and MOH/AIC. Develop a comprehensive Community Outreach Plan for the service boundary to achieve the annual allocated target of seniors to be engaged. Strengthen existing relationships and identify new community partners to support 	<ul style="list-style-type: none"> 5.5-days work week 44hrs per week Various locations

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		<p>and address the needs of the seniors in the community.</p> <ul style="list-style-type: none"> • Proactively engage community partners to cooperate and work together in community projects that benefit the greater population. • Monitor and conduct regular views, with the team, on the activities in the Active Ageing Centre to ensure the activities meet the five domains required by MOH/AIC. • Compile and submit required reports on a timely basis, to AAC Senior management and MOH/AIC. • Manage and effectively guide staff to maximise their strengths and potential in delivering professional services to the Active Ageing seniors. • Manage the training and competency of staff and keep proper training documentation. • Keep proper records on operations-related documentation such as networking, incidents, income and expenses. • Attend to any other responsibilities and duties assigned by Manager. 	
<p>Executive, ElderCare & Community Outreach</p>	<ul style="list-style-type: none"> • Bachelor’s degree or Diploma from an accredited University or Polytechnic. • New entrants welcomed 	<ul style="list-style-type: none"> • Review referrals of befriending and buddying services and conduct home visits for clients referred for the service. • Update IRMS on the status of referral and ensure that there is proper handover of clients who reject or do not meet the criteria of the service. • Deliver high level of customer service and maintain frequent engagement with seniors and community partners. 	<ul style="list-style-type: none"> • 5.5-days work week • 44hrs per week • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Support targeted outreach and provide quality befriending or buddying services to socially isolated seniors as guided by the service requirements. • Provide information and referral services to seniors or the community in need at the Active Ageing Centre. • Support in Active Ageing activities and outings organised for the seniors. • Maintain proper records, documentation on the check calls, and information and referral of the engaged seniors. • Support and assist the Center Supervisor in compiling data to meet reporting requirements. • Work closely with volunteers for befriending and buddying. Ensure that volunteers meet service requirements and there are no service relapses. • Any other responsibilities and duties the Center Supervisor/Senior management assign. 	
<p>Assistant Executive, ElderCare & Community Outreach</p>	<ul style="list-style-type: none"> • 'O' Levels • New entrants are welcomed 	<ul style="list-style-type: none"> • Support the centre Supervisor and Executive in the day-to-day execution of activities/related tasks at the Active Aging Centres (AAC). • Engage elderly residents in the community and encourage them to participate in activities which the AAC organizes. • Organise social activities and outings for the community at the designated AAC. • Co-plan and support integrated home-based or offsite programs/activities extended from the centre and fulfill 4 domains recommended by AIC. • Engage and support volunteers for programs and activities. 	<ul style="list-style-type: none"> • 5.5-days work week • 44hrs per week • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Source for suitable locations for the conduct of activities and programs. • Deliver a high level of customer service and engagement with seniors and community partners. • Handle phone calls to the centre hotline and walk-ins enquiries. • Support targeted outreach and contact seniors within center’s service cluster annually. • Collect and compile data. • Attend to any ad-hoc duties as and when required. 	
<p>Manager, Volunteer Management</p>	<ul style="list-style-type: none"> • Degree in any discipline. Certifications in management, social services or related fields would be advantageous. • At least 3 years of relevant experience in volunteer management, event planning and management. Proven track record of working with volunteers, corporate and community groups. 	<ul style="list-style-type: none"> • Develop and implement strategies that align volunteer efforts with PCF Sparkle Care’s mission and objectives, enhancing the volunteer program’s effectiveness and impact. • Serve as the primary leader for the Volunteer Management team, providing clear direction, support and guidance, and fostering a positive, inclusive team environment. • Identify volunteer opportunities and collaborate with centres, divisions, corporates and various stakeholders in the social service sector. • Oversee the training, development, and retention of volunteers, including developing volunteer leaders capable of planning and executing activities. • Ensure adherence and annual review of volunteer policies and procedures to maintain relevance and effectiveness. • Manage volunteer acknowledgement, 	<ul style="list-style-type: none"> • 5-days work week • 44hrs per week • S436057

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		<p>recognition, and appreciation to sustain volunteer involvement and performance.</p> <ul style="list-style-type: none"> • Develop and maintain performance feedback and foster professional development among team members. • Implement and manage Volunteer Management System. Oversee the volunteer database, ensuring accurate, timely and appropriate management of volunteer information. • Design and maintain a comprehensive workplan and calendar of activities, addressing both planned events and ad-hoc opportunities. • Network with external agencies and corporates for volunteerism, promoting a community of practice around volunteer management. • Stay updated on emerging trends and best practices in volunteer management to enhance efficiency and volunteer satisfaction. • Be available to work on ad hoc weekends to support community events and ensure smooth operation of programs. • Attend to any other responsibilities and duties assigned by the reporting officer. 	
<p>Executive, Volunteer Management</p>	<ul style="list-style-type: none"> • Degree or Diploma in any discipline. Certifications in management, social services or related fields would be advantageous. • Preferably with at least 1 year of working experience in volunteer 	<ul style="list-style-type: none"> • Recruit volunteers through various channels, including participation in community events, social media campaigns and online platforms to attract new volunteers. • Develop and implement strategies to enhance 	<ul style="list-style-type: none"> • 5-days work week • 44hrs per week • S436057

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>management or a related field</p>	<p>volunteer recruitment and retention efforts.</p> <ul style="list-style-type: none"> • Conduct comprehensive orientation and training for volunteers to enable them to perform their duties effectively. • Work closely with Senior Care Centres and Active Ageing team for volunteer deployment based on program needs, as well as volunteers' preferences and availability. • Monitor volunteer performance and gather feedback from volunteers, staff and stakeholders to improve volunteer engagement and volunteer management practices and processes. • Build and maintain strong, positive relationships with volunteers, staff and stakeholders. • Maintain administrative tasks related to volunteer management, such as maintaining accurate volunteer records, managing databases and handling relevant correspondence. • Plan and execute volunteer appreciation events and initiatives, including acknowledgements on social media. • Coordinate and manage special assignments or projects involving volunteers, such as facilitating research studies, school projects or interviews with volunteers. • Stay updated on emerging trends and best practices in volunteer management to enhance efficiency and volunteer satisfaction. 	

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