Sports & Community Health Employment Fair 21 Sept 2024

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 jobmatching, 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 <u>www.e2i.com.sg</u>

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#1 BEARYFUN GYM

BearyFun Gym is an established school that specializes in gymnastics programmes for the past 18 years, to provide gymnastics programmes for preschoolers aged between 18 months to 12 years old. We believe in equipping young children with the essential movement skills and nurturing them to be confident children with healthy bodies and alert minds in a fun and non-competitive environment. To date, our programmes are running in 100+ preschools, 6 outlets in Singapore and there are more to come! We are looking for FUN coaches who are creative, energetic and have a GREAT PASSION for young children!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Gymnastics Lead Coach / Assistant Coach (Full Time)	 Loves working with Children Strong Team Player Self-motivated, Energetic, and High Commitment Available to work on weekends 	 Loves working with children and has positive intention to guide and facilitate children in their learning and growing journey using sports. Execute gymnastics lessons and make changes when necessary, to children aged 18 months to 12 years old. Travel to different Kindergartens or Childcare Centres or Outlets (either at Changi or Bukit Batok or Katong or Choa Chu Kang or Hougang or Pasir Ris) Do simple cleaning and maintenance of gym equipment and apparatus Do administrative work for the schools and/or branches Any other ad-hoc duties as assigned 	 5.5 Working Days 44 Working hours per week Location: 20 Sin Min Lane
Gymnastics Lead Coach / Assistant Coach (Part Time)	 Loves working with Children Strong Team Player Self-motivated, Energetic, and High Commitment Weekdays: Morning or Afternoon Weekends: Morning or Afternoon or Full Day 	 Loves working with children and has positive intention to guide and facilitate children in their learning and growing journey using sports. Possess experience in coaching gymnastics or experience working with children (preferably). Able to coach different levels of gymnastics/ children of different ages. 	 4 Working Days Less than 44 Working hours per week Location: 20 Sin Min Lane

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Good Communication and Class Management Skills	
Centre Manager / Assistant Management Trainee	 ATTITUDE: Communicates well and is persuasive, shows initiative and decision- making/problem- solving ability, leads by example and is capable of motivating the team, acts quickly and is multi-disciplinary, tenacious and can deal with stress, enthusiastic, friendly, cordial, and polite, ability to listen, prioritization – optimal use of time, self- motivating and self- critical. SKILLS: Leadership qualities – mobilizes and motivates the team Organization, Management, and Planning Able to analyze and offer solutions Communicative and persuasive Customer and image-oriented Ability to adapt – energy and speed. Has business management experience. Available to work on weekends. 	 BUSINESS MANAGEMENT: Plan the required measures in order to reach targets, analyze and review management indicators and costs in order to improve them, ensure a good level of customer service in the team, continuously monitor sales and customer service, optimize resources and try to minimize expenses GYMNASTICS CURRICULUM (PREFERABLY): Experienced in Gymnastics Coaching for children (aged 18 months old to 12 years old) and able to lead a class of 10-20 children at one time, able to understand Gymnastics Curriculum for different levels, mentor and Guide trainee/ junior coaches PEOPLE MANAGEMENT: Act as a role model for the management of the team, communicate actively with the team according to requirements, ensure the development of the team towards a high level of knowledge and performance, detect the potential of each employee and ensure their development, ensure the optimal management of personnel administration duties, lead the team and correctly and actively manage potential conflict, ensure compliance with the regulations and the legislation, be responsible for the health and safety of the team. 	 5.5 Working Days 44 Working hours per week Location: 20 Sin Min Lane

#2 JAMIYAH SINGAPORE – THE MUSLIM MISSIONARY SOCIETY, SINGAPORE

Jamiyah Singapore is a Voluntary Welfare Organization of a service mission of serving the community regardless of race or religion. This is done through its welfare, educational, legal, counselling and medical services and program, Among the services in its Headquarter building at Lorong 12 Geylang are the Free Legal Clinic, Free Medical Clinic, counselling and food ration distribution. Today, Jamiyah has four welfare Homes and eight education centers island-wide.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Nurse Clinician (Infection Control)	 Diploma/ Degree in nursing or its equivalent. Valid practicing certificate issued by Singapore Nursing Board. At least 8 years work experience as Registered Nurse in acute and/or ILTC sector. Certification in Basic and Advanced Infection Control Training (E.g. APSIC, Infection & Prevention Control and/or its equivalent). Preferably certification by infection control professional bodies such as CBIC (Certification Board of Infection Control, USA) and/or Infection Control Association (Singapore). 	 Assist and collaborate with Nurse Manager/Nurse Clinician/Asst Dir Nursing/ Dir Nursing to define and develop plans that enable full participation for the ward or unit or department level to meet the infection prevention and control policies and guidelines of the home. Work with Nurse Manager/Nurse Clinician/Asst Dir Nursing/ Dir Nursing in identifying infection risks for the home, patients, staff, and visitors in the development and review of infection prevention and control policies and guidelines. Assist in planning and evaluating the Infection Prevention and Control training programmes and educational activities for staff, visitors and the public. Work with Nurse Manager/Nurse Clinician/Asst Dir Nursing/ Dir Nursing in the planning and evaluation of infection prevention and control audit programmes. Work with Nurse Manager/Nurse Clinician/Asst Dir Nursing/ Dir Nursing in the planning of infection prevention and control audit programmes. Work with Nurse Manager/Nurse Clinician/Asst Dir Nursing/ Dir Nursing in the planning of infection prevention and control surveillance programme. 	 5 Working Days 0830 – 1800 Location: 130 West Coast Drive

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Nurse Educator	 Minimum Bachelor's Degree in any discipline, preferably in Health care. Registered Nurse (RN) licensure from SNB and TTT certified. Proven experience in nursing education, staff development, or training in a healthcare setting, preferably in a nursing home or long- term care facility. Excellent teaching and presentation skills, with the ability to effectively communicate complex medical concepts to diverse audiences. 	 Develop and design comprehensive training programs, workshops, and educational materials tailored to the specific needs of our nursing staff, incorporating best practices, evidence-based guidelines, and regulatory requirements. Coordinate and deliver orientation programs for new nursing staff members, ensuring they are introduced to the nursing home's policies, procedures, and quality standards. Identify learning needs and gaps among nursing staff and develop strategies to address them through continuing education programs. Assess and enhance the clinical skills and competencies of nursing staff through skills training, simulation exercises, and hands-on workshops. Collaborate with the quality assurance team to identify opportunities for improvement in nursing practices and develop educational initiatives to address them. Stay up to date with federal, state, and local regulations related to nursing education and ensure that the nursing home's educational programs are in compliance 	 5 Working Days 0830 – 1800 Location: 130 West Coast Drive
Occupational Therapist	 Degree in Occupational Therapy, AHPC registration required. Excellent clinical assessment and critical-thinking skills. Proficiency in electronic medical records and other healthcare technology 	 Oversee and provide guidance to the therapy team which consists of a physiotherapist, occupational therapist, and therapy aide/assistant. Responsible for compliance with the therapy standards as stipulated by the Ministry of Health and Allied Health Professional Council. Lead the team in enhancing clinical innovation and evidence-based practices for residents and clients. 	 5 Working Days 0830 – 1800 Location: 130 West Coast Drive

Pre-requisites

Job Positions

		,	Location
		 Oversee and lead improvements in service delivery and the care model and planning strategies to promote new effective treatment plans and clinical services. 	
Physiotherapist	 Bachelor's or Master's degree in Physiotherapy from an accredited institution. Valid license or registration to practice as a physiotherapist in the appropriate jurisdiction. Proven experience as a physiotherapist, preferably in a geriatric or long-term care setting. In-depth knowledge of physiotherapy principles, techniques, and evidence-based practice 	 Conduct thorough assessments of residents' physical conditions, functional abilities, and rehabilitation needs. Develop individualized treatment plans based on assessments, goals, and evidence-based practice, considering resident preferences and medical history. Provide hands-on physiotherapy treatments, including therapeutic exercises, manual therapy, gait training, and modalities, to residents. Assess and manage residents' pain through various techniques, such as therapeutic exercises, electrotherapy, and heat/cold therapy. 	 5 Working Days 0830 – 1800hrs Location: 31 Lorong 12 Geylang
Rehabilitation Manager (Elderly Care)	 Bachelor's or Master's degree in Physiotherapy/Occupat ional Therapy. AHPC registered. At least 6 to 8 years of relevant experience, preferably, been in a managerial position 	 Oversee and provide guidance to the therapy team which consists of a physiotherapist, occupational therapist, and therapy aide/assistant. Responsible for compliance with the therapy standards as stipulated by the Ministry of Health and Allied Health Professional Council. Lead the team in enhancing clinical innovation and evidence- based practices for residents and clients. Oversee and lead improvements in service delivery and the care model and planning strategies to promote new effective treatment plans and clinical services. 	 5 Working Days 0830 – 1800 Location: 130 West Coast Drive
Senior Care Associate	 PSLE/N Levels with the relevant ITE certification. Qualified 	 Manage the patients as instructed by the Registered Therapist and report on regular 	 5 Working Days 0700 - 1630/ 0800 - 1730

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	 WSQ or HMI certificate courses. Good team player who is able to work well independently. Be prepared to perform other duties as assigned. 	 intervals. To provide therapeutic intervention as specified in exercise prescriptions sheets. Assist in stock supplies, answer telephone calls, take messages and complete forms, maintain inventory of treatment and supplies. Assist in transferring residents who may have problems with mobility using appropriate transfer and 'lifting' techniques, helping Clients. Perform basic care functions such as area cleaning, transferring, oral feeding, changing diapers, and patient escorting. 	Location: 130 West Coast Drive
Senior Executive (Programme)	 Diploma or Degree in relevant field. Minimum 2 to 3 years' experience as a recreation leader or related experience in a public or private recreation program involving the planning, scheduling, implementation and supervision of recreation programs for senior citizens. Must be able work under pressure and meet deadlines, while maintaining a positive attitude and providing 	 Develops, organizes, implements and evaluates the programs and services which are offered at the senior center. Determines program needs through target group assessment; plans and coordinates special events to enhance the quality of life for senior participants. Works with community agencies and resources on the provision of services and coordination of existing programs. Recruit volunteers for the needs of the senior center. 	 5 Working Days 0830 – 1800 Location: 130 West Coast Drive

#3 LENTOR AMBULANCE PTE LTD

service.

exemplary customer

Lentor Ambulance Pte Ltd provides Emergency Ambulance Service and Medical Transport Service to the public of Singapore. Over the years, we have expanded our services by establishing a training centre. We provide a variety of first aid & emergency medical training programmes. We are a growing company with excellent opportunities for career advancement.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Paramedic	 Physically & mentally fit, Work shift including weekends & Public Holidays. Critical thinking and problem-solving skills. Good communication and interpersonal skills. Committed and passionate about healthcare work. 	 Emergency Ambulance Service and Medical Transport Service to the public of Singapore. Respond quickly to emergency calls. Perform & record pre-hospital patient assessment. Lead & work with ambulance team to provide quality medical care in the pre- hospital setting. 	 5 Working Days 7am to 7pm Location: 37 Lentor Street
EMT - Medic	 Physically & mentally fit, Work shift including weekends & Public Holidays. Able to speak & write in English. 	 Emergency Ambulance Service and Medical Transport Service to the public of Singapore. Provide care for patient in ambulance. Maintain supplies and equipment for medical emergencies 	 5 Working Days 7am to 7pm Location: 37 Lentor Street
EMT - Driver	 Physically & mentally fit, Work shift including weekends & Public Holidays. Good verbal skills to comfort the patient and relay information. Able to speak & write in English. Class 3 driving license 	 Emergency Ambulance Service and Medical Transport Service to the public of Singapore. Provide care and treatment for patient. Drive safely on all road conditions. Maintain cleanliness & good condition of the vehicle. Ensure safety of patient, road users & public. 	 5 Working Days 7am to 7pm Location: 37 Lentor Street

#4 METHODIST WELFARE SERVICES

Methodist Welfare Services (MWS) is all about empowering people to have life to the full.

We are a non-profit organization serving people across all ethnicities and religions. We recognize that the people we serve may experience poverty in different ways – weak social support or fractured relationships, poor health, a sense of hopelessness, or a lack of means. We journey alongside them to uncover their inherent strengths, affirm them and support them holistically towards a better life. While MWS' sphere of impact has expanded since our founding, our core spirit of social holiness remains unwavering. Today, we serve over 11,000 beneficiaries, including children

from disadvantaged backgrounds, youths at risk, families in distress, seniors who are socially isolated, and the chronically ill and destitute.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Activity & Care Associate	 At least a GCE "N" level / HMI / WSQ related study in healthcare At least 2-3 years of relevant experience in Eldercare 	Clinical Care Conduct Structured Activities Engage Clients with Person Centered Care (PCC) Approach Emergency Response and Crisis Management Administrative Management	 5 Working Days 40 Working hours per week Location: Barker Road
Assistant – Laundry	 Minimum Primary School education Able to work on weekends and public holidays Able to do heavy lifting 	 Collection and Handling of linen Delivery and Mending of Clothing Maintenance of laundry area 	 6 Working Days 44 Working hours per week Location: Barker Road
Assistant – Operations	 At least 2-3 years of relevant experience A team player Able to adapt to changes Able to handle different machineries Able to resolve basic repair and maintenance problems 	 Ground Management of nursing home Equipment and Building Maintenance Inventory Management Cover the Reception counter for the Security officer or Assistant – Admin in his/her absence 	 6 Working Days 44 Working hours per week Location: Barker Road
Assistant - Welfare	 Minimum 4-5 years' work experience N/O levels or Diploma 	 Support the physical, emotional and psychological wellbeing of residents See to residents' basic physical and emotional needs Organize and motivate residents to follow rules and to participate in activities and tasks 	 5 Working Days 44 Working hours per week Location: Barker Road
Assistant Manager – Active Aging Centre	 Degree in healthcare or social work preferred At least 3 years work experience in the eldercare/ social services sector Ability to conduct community asset mapping and environmental scanning Knowledge of community resources 	 Manage a team of program coordinators, case management executives, volunteer management executives, wellness coach and support staff Plan, implement and evaluate active ageing programs and community outreach work that focus on building individual elderly's self-help capacity and communities that support ageing in place. Manage relationship with service providers and grassroots 	 5 Working Days 40 Working hours per week Location: Barker Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		organizations in each SAC catchment area Work with community stakeholders, in particular the partner church representative to coordinate volunteering efforts Work with the administrative manager to implement administrative processes and ensure compliance to Finance and Human Resource Policies	
Assistant Manager – Event Management	 Degree Holder At least 5 years' work experience in managing different types of events including gala dinners, sports events, community outreach, conferences and training. Proven project management skills and resourcefulness Experience in organizing the fundraising events is advantageous 	 Conceptualize, plan and organize all events, including fundraising, community engagement, workshops/conferences, open houses, volunteer appreciation and training. Duties include managing tenders for events, developing timelines, programs, sourcing of venues, vendors, sponsors, performances, managing event budgets, on-sit operations and communications with stakeholders. For events that are externally outsourced to event management companies (EO), the Manager/Assistant Manager is responsible for evaluating the EO's creative proposals and operational plans and ensuring they meet the brief. Guide events team in managing and executing all events. Manage and achieve fundraising targets for events 	 5 Working Days 40 Working hours per week Location: Barker Road
Assistant Nurse	 Locally Trained National ITE Certificate in Nursing Foreign Trained Diploma/Degree in Nursing Possess valid registration with Singapore Nursing Board Minimum of 2 years clinical experience 	 Comply with approved standards of nursing practices Assist the RN to supervise care staff and healthcare attendants Provide basic nursing care to the residents Update on changes in resident's conditions and needs Ensure care delivery and nursing interventions as outlined in the care plan 	 6 Working Days 44 Working hours per week Location: Barker Road

clinical experience

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location	
	BCLS and AED certified	Carry out nursing rounds with the RN		
Assistant Senior Social Worker / Counsellor	 Minimum Bachelor's Degree in Social Work or Post Graduate Diploma in Social Work from an accredited institution/Degree in Counselling, Psychology, Social Work from an accredited institution 	 To identify and assess risks inherent in cases by integrating a range of information To use professional tools and working templates to guide staff in case assessment and case planning To represent the centre in its advocacy efforts for vulnerable families, with the aim of advocating for these families to have access to equal opportunities through collaborative practice with community partners 	 5 Working Days 40 Working hours per week Location: Barker Road 	
Cook	 Minimum Primary School Education or equivalent Able to understand and speak basic English At least 3 years of relevant culinary experience Possess Certificate in Basic Food Hygiene Those who possess Class 3 driving license will have an advantage 	 Cook meals for residents and staff, based on standard recipes and cooking methods in a timely manner Operate kitchen equipment effectively and measure seasoning with the right utensils Prioritize cooking processes to achieve a smooth and effective results Dish out residents and staff meals 	 6 Working Days 44 Working hours per week Location: Barker Road 	
Coordinator - Programme	 Minimum N Level Hardworking and meticulous with a positive attitude Able to work well under stress in a fast-paced environment 	 Chaperoning them safely from the school to the centre (walking distance) Ensuring good hygiene practices are followed by the children Ensuring children take their meals Ensuring they behave themselves and listen to instructions Ensuring the children rest during rest-time Ensuring they follow the rules and expectations of the centre e.g. observe safety first at the centre (and not expose themselves or their friends to 	 5 Working Days 40 Working hours per week Location: Barker Road 	

hazards)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		 Providing first aid and arranging quickly for medical attention should a child fall sick or sustain an injury Leading the children in physical exercises (there are designated times) Ensuring the children are safely received by their parents to go home at the end of each day 	
Demi Chef	 Minimum Primary School Education or equivalent At least 4 years of relevant culinary experience Able to understand and speak basic English Possess Certificate in Basic Food Hygiene Possess Class 3 driving license will be an advantage 	 Serves as the shift leader in the kitchen He/she has to ensure that staff carry out their duties according to schedule, standard recipes and cooking methods, adhere to food safety and hygiene requirements, achieve accuracy in meal delivery and goods receiving. He/she is expected to upkeep a safe, clean and harmonious working environment. 	 6 Working Days 44 Working hours per week Location: Barker Road
Deputy Heads / Assistant Head - FAM	 Minimum Bachelor's Degree in Social Work or Post Graduate Diploma in Social Work from an accredited institution / Degree in Counselling, Psychology, Social Work from an accredited institution A Bachelor or graduate diploma in management is an added advantage At least 8 years relevant experience in social work practice. At least 3 years of experience in supervision and management. 	 Oversee the Operations and Management of FSC Service Assess and execute FSC Service with a macro-level perspective, aligned with MSF and MWS directions Represent MWS management as a thought leader in driving FSC's function within the Family Services Group 	 5 Working Days 40 Working hours per week Location: Barker Road
Executive – Communication s & Partnerships	 Degree Holder in Communications, Media 	 Work closely with the Fundraising and Volunteer Management teams to develop and create impactful collaterals 	 5 Working Days 40 Working hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location		
	 Preferably 1-3 years of work experience in communications or advertising Work experience in the non-profit sector is an advantage Competent in speaking and writing in English and conversant in 2nd language. 	 and publicity materials for fundraising campaigns, appeals, events, roadshows as well as volunteer training toolkits, webinars and recruitment. These include print (letters, brochures, posters, banners, videos, resource packs, and merchandise) and digital (website landing pages, digital assets, eDMs, videos, and powerpoint presentations) Liaise with vendors and design agencies Coordinate with the Communications Team on consistency of brand and messaging, website content as well as digital marketing Provide other administrative and operational support for events and campaigns. 	• Location: Barker Road		
Executive - Finance	 LCCI Advance Accounting or equivalent Minimum a Bachelor Degree Proficient in MS Office 	 Ensures all payments due are made on time Process invoices by keying into ACCPAC E payments, TT. Process payroll and claims via bank transfers Bank reconciliation Prepare GIRO payment records and key into ACCPAC. eFile payment vouchers Mail cheques (if necessary) Archive files and file accounting documents Handles full set of accounts of 2- 3 Centres including preparation of supporting schedules for audit purposes GST return reporting Any adhoc tasks assigned by Management 	 5 Working Days 40 Working hours per week Location: Barker Road 		
Executive - Human Resources	 Degree in Business Admin / HR or equivalent to 3 years of relevant HR experience Work experience in Community Healthcare 	 Strategic Business Partnering and HR Advisory Employee Experience Employee Retention Effort Employee Engagement & Activities 	 5 Working Days 40 Working hours per week Location: Barker Road 		

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours /
	 sector will be an advantage Familiar with Singapore Employment Act Good communication (written and oral) and presentation skills Good problem-solving and analytical skills Able to maintain highest degree of confidentiality and professional integrity 	Employee Relations Admin and Projects	
Healthcare Attendant	 For locals – Secondary/Primary education For Foreign Trained – Basic Nurse Aide Certificate (3-6months) from home country BCLS certified 	 Assist in serving meals to residents Assist in oral feeding to residents without swallowing disorders Assist in activities of daily living (ADL) of residents Assist in ensuring the safety, comfort and well-being of the residents 	 6 Working Days 44 Working hours per week Location: Barker Road
Healthcare Attendant - Activity	 For locals – Secondary/Primary education Certificate in Community Care training an advantage Able to work in ward environment in a Nursing Home Perform resident management activities BCLS certified 	 Assist in activities & physical exercises with residents in the ward including CP activities Assist with oral feeding and perform post-feeding activities Planning of social activities for residents Engagement of community partners/ volunteers for social activities Observation & reporting of residents' condition 	 5 Working Days 40 Working hours per week Location: Barker Road
Lead Social Worker	 Minimum Bachelor's Degree in Social Work or Post Graduate Diploma in Social Work from an accredited institution/Degree in Counselling, Psychology, Social Work from an accredited institution 	 To identify and assess risks inherent in cases by integrating a range of information To use professional tools and working templates to guide staff in case assessment and case planning To represent the centre in its advocacy efforts for vulnerable families, with the aim of advocating for these families to have access to equal opportunities through 	 5 Working Days 40 Working hours per week Location: Barker Road

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		 collaborative practice with community partners To participate in client/community assessments, group/community work processes and specialized intervention strategies 	
Occupational Therapist	 Diploma/Degree in Applied/Health Science (Occupational Therapy) Obtained full or conditional registration and licensed by Allied Health Professional Council to practice in Singapore (AHPC) 	 To provide comprehensive Occupational Therapy assessment (as per needed) to deliver effective therapy intervention for clients in the various care settings To provide clients and caregivers with education and training To participate in continuing education and research activities to keep abreast with advances in the profession To provide supervision to support staff and C-reg therapist for professional development To provide clinical supervision to OT students 	 5 Working Days 40 Working hours per week Location: Barker Road
Physiotherapy Associate	 Relevant Degree in Health Science (Occupational Therapy/ Physiotherapy) Experience working in intermediate and long- term care sectors or relevant experience working with the elderly or people with disabilities 	 To provide effective Occupational Therapy/ Physiotherapy assessment and treatment for clients in the different care settings under the guidance of the therapists Prepare and set up therapy materials and equipment for patient's/ client's use. Perform routine assessments and outcome measures for clients as prescribed by the therapists Supervise prescribed exercises or therapy activities. 	 5 Working Days 40 Working hours per week Location: Barker Road
Resident Physician	 MBBS or an equivalent medical qualification recognized by Singapore Medical Council Full registration with the Singapore Medical Council (SMC) 	 Provide independent clinical assessment of patients and formulate individualized plans of care together with the multi-disciplinary team, Provide medical advice to junior resident physicians / locum doctors and nurses 	 5 Working Days 40 Working hours per week Location: Barker Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	 Relevant Graduate Diploma in Palliative Medicine, Geriatric Medicine or equivalent will be advantageous At least 2 years of post- housemanship work experience in relevant disciplines (internal medicine, geriatric, palliative medicine or equivalent) Applicants with relevant postgraduate qualification and at least 5 years of relevant post-housemanship experience will be considered for a Senior role. Flexible with travelling for duties including house visits 	 Perform clinical procedures as required for patient care Proactively participate and initiate QI and audit projects undertaken by the MWS Healthcare Services' team Assist senior doctors and Group Director to ensure adherence to standard protocols for medical practice 	
Senior Assistant - Finance	 LCCI Advance Accounting or equivalent GCE O level or equivalent Proficient in MS Office 	 Ensures all payments due are made on time Process invoices by keying into ACCPAC E payments, TT. Process payroll and claims via bank transfers Bank reconciliation Prepare GIRO payment records and key into ACCPAC. eFile payment vouchers Mail cheques (if necessary) Archive files and file accounting documents GST return reporting Any adhoc tasks assigned by Management 	 5 Working Days 40 Working hours per week Location: Barker Road
Senior Assistant - Operations	 Minimum Primary School education At least 2-3 years of relevant experience ble to lift heavy items Ability to handle different machineries Able to resolve basic repair and maintenance problems 	 Coordinate, supervise and perform building facility maintenance/rectification on a daily basis Facilitate interface with suppliers and term/contractors for regular & ad-hoc maintenance activities To perform minor hands-on troubleshooting of M&E, 	 5.5 Working Days 44 Working hours per week Location: Barker Road

Job Desitions		Key Decreasibilities	20
Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	 For Senior position To lead and supervise a team of general staff/technicians in the facilities operation and maintenance for the group To manage and supervise vendors and contractors, ensuring that they carry out works in accordance with safety and standard procedures 	 equipment, infrastructure, engineering and building related faults/maintenance/repairs/rect ifications within the Home. To ensure that all works are administered in accordance with safety procedures. To perform daily routine inspection on facilities and systems in the Home, and perform Corrective and Preventive Maintenance, where necessary 	
Senior Counsellor	 Minimum Bachelor's Degree in Social Work or Post Graduate Diploma in Social Work from an accredited institution/Degree in Counselling, Psychology, Social Work from an accredited institution 	 To identify and assess risks inherent in cases by integrating a range of information To use professional tools and working templates to guide staff in case assessment and case planning To represent the centre in its advocacy efforts for vulnerable families, with the aim of advocating for these families to have access to equal opportunities through collaborative practice with community partners 	 5 Working Days 40 Working hours per week Location: Barker Road
Senior Executive - Communication s & Partnerships	 Degree Holder in Communications, Media Preferably 3-5 years of work experience in communications or advertising Work experience in the non-profit sector is an advantage 	 Work closely with the Fundraising and Volunteer Management teams to develop and create impactful collaterals and publicity materials for fundraising campaigns, appeals, events, roadshows as well as volunteer training toolkits, webinars and recruitment. These include print (letters, brochures, posters, banners, videos, resource packs, and merchandise) and digital (website landing pages, digital assets, eDMs, videos, and powerpoint presentations) Liaise with vendors and design agencies Coordinate with the Communications Team on consistency of brand and 	 5 Working Days 40 Working hours per week Location: Barker Road

Pre-requisites

Job Positions

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Ke	y Responsibilities		orking H cation	lours /
•	messaging, website content as well as digital marketing Provide other administrative and operational support for events and campaigns			
•	Oversee the collation, generation and submissions of FSC Comcare Fund, Strait Times SPMF, Internal e-fund and liaise	•	40 Woi per we	king Days rking hou ek on: Barkei

		events and campaigns	
Senior Executive Admin - CFSC	 GCE O Level with 5 years of experience Certificate or diploma in Management and Finance would be an added advantage Possess strong planning, organization, implementation and follow-up skills Meticulous with attention to detail. 	 Oversee the collation, generation and submissions of FSC Comcare Fund, Strait Times SPMF, Internal e-fund and liaise with MWS Corporate Service on the disbursements of the funds in a timely manner. Oversee the compliance and adherence of various funding administration & requirements. Oversee the administration and maintenance of disbursement from the petty cash float and keep all documentation updated. Oversee and assist with the administration, purchase and maintaining the inventory of office equipment and furniture. Oversee the maintenance/repairs of equipment and furniture and to work with contractors and vendors closely. 	 5 Working Days 40 Working hours per week Location: Barker Road
Senior Physiotherapist /Physiotherapis t	 Diploma/Degree in Health Science (Physiotherapy) Obtained full or conditional registration and licensed by Allied Health Professional Council to practice in Singapore (AHPC) 	 To provide effective Physiotherapy assessment and treatment for clients in the different care settings To keep abreast with advances in the profession and to contribute to the development of the department To cover the duties of other Physiotherapist in the Allied Health team within the organization 	 5 Working Days 40 Working hours per week Location: Barker Road
Senior Social Work Associate/Socia I Work Associate	 Diploma in Social Work or training related to psychology or any related discipline Has an interest to pursue or in the midst of pursuing a Degree or 	 Referrals & Admissions Psychosocial Support and Groupwork Case Conference and Discharge Means Test / Financial Assistance Review Medifund/Financial Assistance Scheme 	 6 Working Days 44 Working hours per week Location: Barker Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location		
	 Graduate Diploma in Social Work Able to work in a Nursing Home environment On-call duty and manage last rites of residents without next- of-kin 				
Senior Staff Nurse / Staff Nurse	 Bachelor of Nursing or Diploma in Nursing and its equivalent Possess a valid registration with Singapore Nursing Board Minimum 2 years clinical working experience BCLS and AED certified Proficient in basic computer skills 	 Comply with approved standards of nursing practices Provide nursing services requiring substantial and specialized nursing skills Work closely with resident's doctor and multidisciplinary team to provide care to the residents Update on changes in resident's conditions and needs Ensure care delivery and nursing interventions as outlined in the care plan Evaluate the resident's response to care interventions and recommends revision of care plan as necessary Work with Allied Health professionals and/ or initiate preventive and rehabilitative nursing procedures 	 6 Working Days 44 Working hours per week Location: Barker Road 		
Senior/ Nursing Aide	 GCE N Level Attained Training in either WSQ Higher Certificate/Advanced Certificate in Healthcare Support (Nursing Care); or Institute of Technical (ITE) Approved Training Centre (ATC) Healthcare (Home Care) programme Diploma in Nursing for foreign trained nurses BCLS & AED certified Proficient in basic 	 Comply with approved standards of nursing practices Participate in activities to improve quality of care Attend to the needs of the residents Report resident's needs to the nurse in charge Ensure the safety, comfort and well-being of the residents Ensure good personal hygiene of the residents under his/her care 	 6 Working Days 44 Working hours per week Location: Barker Road 		

computer skills

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior/Executiv e - Volunteer Management	 Diploma or Degree holder, preferably in community services, healthcare or social services Experience in the social service sector will be an advantage Passionate to work and interact with seniors in the community 	 Volunteer Management, Recruitment, Training and Development Outreach and Befriending Services Programme Co-ordination and Administration 	 5 Working Days 40 Working hours per week Location: Barker Road
Social Worker/Counse Ilor/Executive - Case Management	 Minimum Bachelor's Degree in Social Work or Post Graduate Diploma in Social Work from an accredited institution / Degree in Counselling, Psychology, Social Work from an accredited institution Office Environment, willing to travel around for Home Visits etc. 	 To offer casework and counseling services to vulnerable families served by MWS Family Service Centers. To offer groupwork and/or community work to vulnerable families served by MWS FSCs. To ensure that the services and programs are delivered according to the MWS Family Services' professional standards. 	 5 Working Days 40 Working hours per week Location: Barker Road

#5 NATIONAL UNIVERSITY HEALTH SYSTEM

NUHS Regional Health System Office brings together NUHS institutions, community health and social care partners, to develop and implement initiatives that improve population health, promote preventive health and enhance overall well-being.

Together, we strive to build a healthy and engaged population in the West, empowered to live and age well in their home and in the community. We focus on delivering integrated, seamless care to residents across the care continuum - from primary care to acute care, to intermediate and long-term care - by integrating and anchoring care in the community.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Health Coach (Assistant Care Coordinator)	 Diploma in the following discipline is preferred. (Diploma in Health Management and Promotion, Diploma in Community Development, Diploma 	 Provide case management via a coordinated process of care planning and coordination, conduct regular phone call follow up and telehealth monitoring under the supervision of a Care Coordinator. 	 5 Working Days 8.5 Working hours per day Location: Kent Ridge Road

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	 in Social Science in Gerontology [GEM]) Prior relevant work experience will be an advantage. Fresh graduates are welcome to apply Good knowledge of various community services and support in the community setting will be an advantage Able to work as a team. Strong organizational, coordination, interpersonal and communication skills Proficient in computer skills and Microsoft Office Able to converse in local languages is preferred. Able to work on weekend (on a rotation basis) 	 Work with the Care Coordinators and nurses to develop and manage care for the patients or residents in the community. Act as a health coach and provide health screening for the residents in the community and health post. 	Location
Health Manager (Care Coordinator)	 Holds a degree (preferably in health- related discipline) Possess working experience as Allied Health Personnel with 3-5 years of experience Good knowledge of various community services and support in the community setting will be an advantage Good teamwork, positive and energetic, and able to work independently Strong communication and social engagement capabilities especially with older adults in the community. 	 Provide post discharge follow-up via a coordinated process of care planning & coordination, telecommunication and telehealth monitoring under the supervision of a Nurse Clinician. Manage Medical Tier 2 and Tier 3 patients and provide post discharge phone calls. Act as a health coach and provide health screening to the residents in the community and health post 	 5 Working Days 8.5 Working hours per day Location: Kent Ridge Road

#6 POPULATION HEALTH CAMPUS (PHC) - NHG CARES

The Population Health Campus (PHC) leads the population health development by the National Healthcare Group (NHG) for residents of Central and North Singapore. Through its three missions of Population Health, Community Care, Primary Care, PHC aims to join up care, and transform preventive care and aged care, in collaboration with NHG hospitals and specialty centres, and partners such as general practitioners and community care providers. With these communities of care, and with our residents, PHC will work on our grand challenge of adding 15 million years of healthy life for all in Central and North. welfare Homes and eight education centers island-wide.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Health Coach	 The Health Coach will be stationed at Community Health Posts in the community to engage and support residents in improving their health. He/she will also support the planning and implementation of population health programs, activities and events. 	 Conduct basic care needs assessment and engage residents to raise awareness of health status and establish health promoting goals. Provide lifestyle interventions to change and sustain lifestyle- related behaviors with the intent of reducing health risks or improving self-management of chronic conditions and increasing health-related quality of life. S/He may require guidance and/or supervision for assessment and management of clients/residents with higher complexity. Collaborate with other members of the Community health Team (CHT) to facilitate holistic care planning and service provision. 	 5 Working Days 42 working hours per week Location: Fusionopolis Link

#7 REN CI HOSPITAL

Ren Ci Hospital is an established Voluntary Welfare Organization (VWO) in rehabilitative and geriatric care, primarily serving the elderly community in Singapore. Ren Ci (仁慈) means loving kindness and compassion which became the guiding principles in our delivery of affordable medical, nursing and rehabilitative care services, serving all regardless of background, race and religion. Our spectrum of care includes a community hospital, a chronic sick unit, two nursing homes and three day centres offering day rehab, day care and centre-based nursing services.

As a dynamic healthcare organisation, we are looking for suitable professionals who have a passion for serving the elderly and who wish to build a career in the community care sector.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Community Care Associate	 GCE 'N' or 'O' level. Preferably possess experience in household management and / or elder care. Must have patience and love working with seniors. Required to perform 2 or 3 rotating shift hours and work on weekends / public holidays. 	 Provide companionship by actively listening to the residents' wishes and concerns and ensuring that measures are taken to keep them comfortable. Facilitate and support all aspects of the residents' daily lives, taking into consideration individual preferences. Part of a self-managed team, he/she is responsible for creating an environment that enhances residents' quality of life. Provide basic care and services to residents in basic activities of daily living, including assistance with personal hygiene, toileting, diaper changing and showering. Monitor health status and vital signs. Perform tube feeding / Nasogastric tube (NGT) feeding for residents. 	 5 or 6 Working Days 3-Rotating Shift 5/6 days' work week Morning Shift 7am - 3.30pm Afternoon shift 1pm - 9.30pm Night Shift 9pm - 8.00am 2-Rotating Shift 5 days' work week Morning Shift 7am - 4.30pm Afternoon shift 12pm - 9.30pm Location: Novena, Bukit Batok, Ang Mo Kio, Woodland
Community Care Executive	 Experience in the healthcare industry desired but not mandatory. Be a team player and possess good interpersonal skills. 	 Responsible for the quality of care provided to residents. Provide supervision and coaching to the care team Assist in planning, implementing and management of staff training and development programmes Ensure overall serviceability and cleanliness of the living environment Support manager in the day to day administrative and operational roles Support and participate in projects and initiatives 	 5 Working Days 8.30am to 5.45pm (Mon-Fri) Location: Ang Mo Kio, Woodland

#8 SCHOLAR BASKETBALL ACADEMY

Scholar Basketball Academy was borne from the belief of using hard work and self-discipline to become a good sportsman. We believe that it is important to cement an individual's fundamental skills through practical yet innovative workouts to be a better basketball player. Leveraging on the vast experience that our trainers gathered in their international competitions, our professional training programs are tailored to simulate competition-like situations that may occur during a real basketball game to prepare trainees in a realistic manner.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Fitness Trainer (Basketball)	 Creativity and Innovation Leadership and Team Player Planning and Organizing Initiative and Self- motivated Remote working capabilities Excellent Organizational Skills Demonstrate Attention to Details Enthusiastic and Pro- Active 	 As a sports (basketball)/fitness trainer, you will be tasked with coaching and training our students. Using a variety of instructional techniques and media to meet the needs and improve the abilities of the students in the sport. You will be developing their character through the values and principles of the company, being a role model for the students as well. Within this role, you will have the opportunity to work within a fast paced, creative, and fun working environment. You will also be provided with ample training and the opportunity to develop your skills and knowledge to help progress your career in the future. 	 5.5 Working Days 0900-1700hrs (weekdays) shift work (weekends) Location: Gambas Crescent

#9 SJ DEFENCE SERVICES

An experienced partner in Defence Services is a valuable and trusted asset. SJ Defence Services is a leader in supporting homeland, civil and military defence.

End-to-end Defence Services expertise

With a core team of subject matter experts and former military commanders, we provide infrastructure and training solutions, live firing solutions and services, physical and tactical training solutions, and operations and training support services. We are also a key player and advocate of fitness and wellness,

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Fitness Instructor	 Minimum Nitec in Fitness Training or possess relevant fitness trainer certification Minimum Basic Exercise Science certificate (for HPB trainers) Possess a valid Standard First-Aid certification preferred 	 Provides motivation, adherence and administers programmes designed to enhance muscular strength/endurance, flexibility, cardiorespiratory fitness, body composition, and/or any of the motor skill related components of physical fitness 	 5.5 Working Days 44 Working Hours per week Location: 38 Cleantech Loop
Lifeguard	Standard First Aid, Bronze Medallion	 Oversee activities at an aquatic facility. Explaining and enforcing rules, regulations, and policies to ensure the safety of patrons. Monitoring designated areas to recognize signs of danger. Rescues swimmers in distress and administers first aid where required. 	 5.5 Working Days 44 Working Hours per week Location: 38 Cleantech Loop
Programme Executive	 Minimum Nitec/Diploma/Degree in Sport and Exercise Science or related, or possess relevant fitness trainer certification Possess a valid Standard First-Aid certification preferred 	 The Project Executive is responsible for gathering requirements from internal and external stakeholders, planning and implementation. He/She is also responsible for managing contractors and vendors, ensuring the project lifecycle is followed through and performed in accordance with project requirements. Analytical and systematic, he/she is required to explore alternative solutions and analyses feasibility of plans. He/She is also expected to coordinate closely with internal and external stakeholders to implement new processes and technology to offer innovative solutions to customers. 	 5.5 Working Days 44 Working Hours per week Location: 38 Cleantech Loop

providing physical training to the Singapore Armed Forces (SAF), Singapore government agencies and the community.

#10 e2i services

Services provided	Details
1-to-1 Career Coaching	 Our career coaches can offer you invaluable assistance such as: Uncovering your career interests and goals
	 Assessing your current employability gaps Expanding your job search resources and knowledge of the job market
	 Recommending relevant workshops to boost your skills and employability Providing personalized job matching services Offering support and building your confidence to advance in your career journey

Concerned about your Job Security in this period?

In this critical period, we wish to help all workers to tighten their job security. 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.

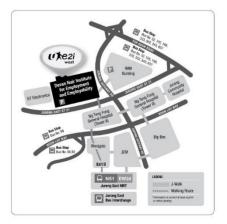


https://e2i.com.sg/app

You can also reach them at the following centres (By appointment only):

 e2i west
 Devan Nair Institute of Employment and Employability
 80 Jurong East St 21 Level 2
 Singapore 609607

Operating Hours: Monday till Friday: 9am to 5pm Saturday: 9am to 1pm Sunday & Public Holiday: Closed



NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies.

Subscribe to PMET Jobs-Alert

 (e.g. Analysts, Engineers, Executives, Technicians, etc)
 https://bit.ly/jsc-ja-pmet



Subscribe to Non-PMET Jobs-Alert

 (e.g. Temporary, part-time jobs, operators, packer roles)
 <u>https://bit.ly/jsc-ja-nonpmet</u>

