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COMMUNITY CARE CAREER DISCOVERY – VANGUARD HEALTHCARE JOB LISTING BOOKLET

10 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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Vanguard Healthcare

Set up on 21 October 2014 as a subsidiary under Temasia Health Pte Ltd, a wholly owned subsidiary of MOH Holdings Pte Ltd, Vanguard Healthcare Pte Ltd aims to contribute to the growth and development of eldercare services in Singapore.

Beyond operating eldercare facilities, our mission is to encourage a spirit of innovation, develop manpower capability as well as evolve new models of care. We aim to spread good practices, encourage other players to adopt innovations and promote manpower development, to benefit the overall eldercare sector and boost its development over time. Vanguard is an inclusive employer, in support of the President's Challenge Enabling Employment Pledge.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Therapy Assistant	<ul style="list-style-type: none"> • WSQ Higher Certificate in Therapy Support; OR • Work-Study Diploma in Rehabilitation Care; OR • Diploma or Degree in Physiotherapy or Occupational Therapy from non-recognised institutions • Demonstrates good communications and interpersonal skills. • Adaptable and time management skills. • Willingness to work with elderly residents/clients. • Able to work independently and in groups. • Possess basic computer skills. • Preferably 1-year experience in rehab services • New entrants are welcome to apply. 	<p>The Therapy Assistant is responsible for executing rehab activities as planned by Therapists and will be required to perform documentation promptly.</p> <p>Clinical Care:</p> <ul style="list-style-type: none"> • Work under the supervision of Therapists to assist in implementing individual and group activities such as activities of daily living, ranging exercises, mobilization, and cognitive activities. • Educate residents / clients on proper use of equipment and exercise routines as prescribed by the Therapists. • Adhere to all safety measures and infection control procedures. • Prepare apparatus / equipment / mobility aids according to procedures and protocols as instructed by the Therapists. • Update residents' / clients' progress promptly to the Therapists. 	<ul style="list-style-type: none"> • 5-days work week • 42.5 hours per week • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Portering of residents for therapy / group activities. <p>Other Responsibilities:</p> <ul style="list-style-type: none"> Maintain updated residents/clients' records and data entry for programmes KPI. Ensure regular maintenance check of therapy equipment. Ensure cleanliness and maintain safe work environment (e.g. keeping rehab equipment after use). Inform supervisor when stock supplies are low. Perform other administrative duties or other duties as assigned by the Rehabilitation Manager. 	
<p>Senior / Enrolled Nurse</p>	<ul style="list-style-type: none"> National ITE Certificate (NITEC) in Nursing from a recognised institution. Valid Practising License with Singapore Nursing Board (SNB). Possess good clinical skills and knowledge. Good interpersonal and communication skills Customer service-orientated: Compassionate, positive, and caring nature Good team player who is also able to work well independently. Self-motivated and result oriented. A recognised Enrolled Nurse Certificate as approved by Singapore Nursing Board. 	<p>As part of the Nursing Workforce for the Care Home, the Senior / Enrolled Nurse assists the Senior / Staff Nurses in the delivery of required and optimal level (quality care) of healthcare services, based on the defined care model, to residents in the home(s).</p> <p>Primary Responsibilities:</p> <ul style="list-style-type: none"> Assist the Registered Nurse in managing the nursing care and operations of the assigned ward. Assist in maintaining residents' records on their condition and progress. Perform all nursing procedures, which include administration of medications (if assessed 	<ul style="list-style-type: none"> 4-days work week 44hrs per week Various locations Be able to work rotational 12-hours shift.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Preferably with experience in public healthcare or nursing home sector. 	<p>competent), wound dressing, meal feeding, etc.</p> <ul style="list-style-type: none"> • Perform nursing care support activities to assist residents with the individualized care program by participating in supervised 'specific' procedures relating to resident care as instructed by the Registered Nurse or Allied Health Professionals. • Assist with doctor's examination of residents, if required. • Carry out overall hygiene care for residents. • Provide general observation support to nursing staff, to inform them about any residents' anomalies such as overall outlook, skin condition and discrepancies in behavior. • Provide necessary input and insight to doctors regarding residents' care plan, if required. • Conduct inventory checks to ensure proper use and care of equipment, and economical usage of consumables and place orders when the supply is running low. • Demonstrates competency in all core competencies and unit specific programs implemented by Nursing Administration. 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure compliance to operating procedures and policies to maintain quality clinical standards. • Any other duties as assigned by the Staff Nurses and Senior/Nurse Manager. <p>Secondary Responsibilities:</p> <ul style="list-style-type: none"> • Participate in relevant quality improvement and quality assurance audit activities. • Educate family members of residents on the residents’ health conditions and help them gain understanding on the holistic care provided. • Assist to manage enquiries and complaints from resident’s relatives, escalating more complicated cases to senior nursing staff. • Assist in delegating task, assignment and/or workflow to care support staff, • Supervise care support staff to take stock of their capabilities, to efficiently leverage on their knowledge, skills, and abilities. 	
<p>Senior / Staff Nurse</p>	<ul style="list-style-type: none"> • Bachelor’s Degree or Diploma in Nursing from recognised institution. • Valid Practising License with Singapore Nursing Board (SNB). • Possess good clinical skills and knowledge. • Good interpersonal and communication skills 	<p>As part of the Nursing Workforce for the Care Home, the Senior/Healthcare assistant will assist both the Senior / Staff Nurse and Senior / Enrolled Nurse in the delivery of required and optimal level (quality care) of healthcare services, based on the defined care model, to residents in the home(s).</p>	<ul style="list-style-type: none"> • 4-days work week • 44hrs per week • Various locations • Able to work rotational 12-hours shift.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Customer service-orientated: Compassionate, positive, and caring nature • Good team player who is also able to work well independently. • Self-motivated and result oriented. • For senior position, at least 7 to 8 years of experience, preferably with experience in public healthcare or nursing home sector. 	<ul style="list-style-type: none"> • Attend to basic nursing and general care needs of resident. • Conduct daily exercises and activities for residents. • Accompany residents for medical appointments. • Ensure the safety, comfort and well-being of the residents. • Work with nurses to maintain a safe and clean environment. • Any other duties as assigned by the Senior / Nurse Managers and Staff Nurses • For Senior Healthcare Assistant, you are expected to take part in nursing quality committee and serve as a role model. • When required, to stand in as a Facility Assistant (Kitchen). • Work with vendors to receive food. • Conduct plating activities. • Assist in the maintenance of food hygiene (storage of food, food temperature maintenance, food preparation). • Upkeep environmental cleanliness (washing of dishes and cutlery), including daily cleaning and weekly deep cleaning. • Ensure proper handling of chemicals. • Report any maintenance deficiencies detected 	

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		within the kitchen to the Operations Executive. <ul style="list-style-type: none"> • Ensure kitchen supplies are adequate to meet the daily needs of the nursing home. • Keep work areas free of hazardous conditions. Ensure that kitchen tools / equipment are cleansed and properly stored after usage. • Work with the Operations Manager to audit the kitchen facilities. 	
Senior / Healthcare Assistant	<ul style="list-style-type: none"> • Demonstrate good communication and people engagement skills. • Candidates proficient in local languages and dialects would be preferred. • Good organizational ability • Good team player who is also able to work well independently. • Able to carry out given instructions competently. • Customer service orientation • Self-motivated 	As part of the Nursing Workforce for the Care Home, the Senior / Nursing Aide/ Assistant will assist both the Senior / Staff Nurse and Senior / Enrolled Nurse in the delivery of required and optimal level (quality care) of healthcare services, based on the defined care model, to residents in the home(s). Basic Nursing Care: <ul style="list-style-type: none"> • Perform basic nursing care support activities to assist residents with the individualized care program by participating in supervised 'specific' procedures relating to resident care as instructed by the Registered Nurse or appropriate therapist (e.g., Naso-gastric tube feeding, simple wound care, instillation of eye drops, application of topical creams etc.). • Assists residents to manage common age-related conditions such as 	<ul style="list-style-type: none"> • 4-days work week • 44hrs per week • Able to work rotational 12-hours shift. • Various locations

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		<p>incontinence and loss of mobility.</p> <ul style="list-style-type: none"> • Adhere to safe work practices and the policy, values and procedures set out within the care home facility. • Work with multi-disciplinary team to analyse and evaluate nursing care plans and ensure care plan is implemented by team. • Assist in transferring residents who may have problems with mobility using appropriate transfer and 'lifting' techniques. • Provide general observation support to nursing staff, to inform them about any patient anomalies such as overall outlook, skin condition and discrepancies in behavior. • Maintain tidiness and cleanliness of the ward and the Care Home. • Perform simple maintenance exercises as prescribed by a registered therapist. • Facilitate and carry out patient centric activities organised by senior staff. • Provide guidance to HCA during service delivery to ensure that service is delivered in a safe and proper manner. • Conduct spot-checks/audits on HCA to ensure that service standards are maintained. 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Perform administrative roles such as admission, transfer, medical appointment, and discharge of residents. • Any other duties as assigned by the Nurse Manger or Senior Nurse Manager. • Senior Nursing Aide/Assistant are expected to take on expanded role, such as service and quality activities as well as any additional scope as assigned by the Nursing Management Team. <p>When required, to stand in as a Facility Assistant (Laundry):</p> <ul style="list-style-type: none"> • Carry out appropriate laundry collection and distribution. • Carry out pre-treatment of heavily soiled linen. • Carry out ironing and folding of linen. • Ensure clear labelling of residents' clothing. • Ensure proper handling of washers, dryers, and chemicals. • Sew buttons and torn linen/clothes when required. • Report any maintenance deficiencies detected within the laundry area to the Operations Executive. • Ensure laundry supplies are adequate to meet the daily needs of the Care Home. • Keep work areas free of hazardous conditions. • Ensure that laundry tools / equipment is cleansed 	

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		and properly stored after usage. <ul style="list-style-type: none"> To assist with laundry count/audit. 	
Community Care Associate	<ul style="list-style-type: none"> GCE 'N' Level; OR WSQ Higher Cert in Healthcare support; OR ITE Approved Training Centre Healthcare Prefer 1 year experience in rehab services or nursing homes. Good communication and interpersonal skills. Able to converse in major dialects is an advantage. Strong organisation abilities 	<ul style="list-style-type: none"> Attending to basic nursing and general care needs of clients. Conduct group activities for the clients. Ensure the safety, comfort and well-being of the clients. Work with the therapist on implementation of new activities. Work with nurses to maintain a safe and clean environment. 	<ul style="list-style-type: none"> 5-days work week 44hrs per week Various locations: Senja/ Woodlands/ Tampines Care Home
Community Outreach Associate (Woodlands Care Home)	<ul style="list-style-type: none"> 'O' Level/ Diploma in any discipline. Good communication and interpersonal skills. Team player who is organized and meticulous at work. Proficient in Microsoft Office. 	<p>Community Outreach Associate (COA) primarily manages the daily activities of the senior care centre by supporting the Centre Manager in planning and arranging activities and transport for the clients. He / She also provides general admin support to the centre, thereby ensuring a smooth delivery of the client related services in accordance to the stipulated service level standards.</p> <p>COA are to assist Community Engagement Executive (CEE) in managing all community development initiatives throughout Vanguard, when required on top of the above responsibilities. This role assists to implement programs to promote community awareness.</p> <p>Responsibilities:</p>	<ul style="list-style-type: none"> Office hours 44 hours per week 50 Woodlands Road, Singapore 677726

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Plan and coordinate social and recreational activities designed to meet the needs and interests of the clients. • Collect feedback and make improvements to the activities. • Coordinate, train and supervise volunteers where necessary. • Carry out reception duties. • Assist Centre Manager in planning and arranging transport schedule for clients. • Responsible for completing monthly / yearly reports in a timely fashion. • Responsible in maintaining program records (attendances, participating in Individual Care plans, recording of blood pressure etc.) and any other administrative and relevant records /duties were assigned by the Centre Manager. • Responsible for community outreach and engagement, by being involved in external engagement for activities and programmes for Vanguard Senior Care (VSC). • To track and report effectiveness of our outreach. <p>Volunteer Management:</p> <ul style="list-style-type: none"> • Work with CEE to manage / execute the volunteers' framework for Senior Care Centre (VSC) 	

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		<ul style="list-style-type: none"> • Oversight and keeping track of VSC’s list of volunteers. • To assist in conducting briefings to volunteers at commencement • Develop a feedback mechanism for the Volunteers who have served in VSCs. • Attending meetings relating to volunteer activities e.g. Volunteer Committee, Public Education, NCSS meetings relating to volunteers’ activities. • Assist in regular Support Group meetings and Volunteer Get-Togethers, Volunteers’ Appreciation functions in conjunction with various departments in Vanguard who engages volunteers. • Develop relationships with the volunteers/ or their organisations so that a sustainable pipeline of volunteers is created. • Manage regular reporting and tracking, and report metrics. • Donation management – Tracking and responding to donations received for the Home. 	
<p>Physiotherapist</p>	<ul style="list-style-type: none"> • Diploma/ Degree in physiotherapy recognised by the Singapore Allied Health Professional Council. • Preferably with 1 to 2 years of experience, with experience in rehab services and hospitals, care homes and rehab centres. Fully 	<p>The Senior/ Physiotherapist develops and provides rehabilitative care and services based on the care model, to residents of the Nursing Home(s). You will have opportunities to work with other healthcare professionals to design appropriate rehabilitation programmes for</p>	<ul style="list-style-type: none"> • 5-days work week • 42.5hrs per week • Various locations

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	<p>Registered Therapist with the Singapore Allied Health Professional Council preferred.</p>	<p>the residents of the nursing home. You may be involved in developing prevention and treatment programmes with inputs from the residents and may use advanced technology or robotics to relieve pain, improve muscle strength, joint range and mobility, increase exercise tolerance, and improve respiratory function. You will also provide caregiver education to facilitate residents' recovery.</p> <p>Clinical Care:</p> <ul style="list-style-type: none"> Assess, evaluate and identify rehabilitation needs of residents; formulate/develop and implement appropriate individualized physiotherapy programmes to facilitate, restore, improve or maintain movement/function. Evaluate, monitor and review treatment on a regular basis to document needs and progress of diets and ensure that treatment is appropriate and effective. Evaluate and prescribe assistive devices to improve function in activities of daily living as required by residents. Maintain good communication and liaison with various disciplines involved in the rehabilitation process and refer residents to respective professionals 	

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		<p>for consultation and appropriate intervention.</p> <p>Training & Development:</p> <ul style="list-style-type: none"> • Guide, supervise and train physiotherapy students, therapist assistants, caregivers and volunteers on their performance of duties and implementation of programmes, to ensure safe and effective treatment of residents. • Provide training for caregivers in preparation for residents' discharge back into the home environment. <p>Administration:</p> <ul style="list-style-type: none"> • Maintain database/records of all residents to provide evidence-based treatment with accurate and appropriate documentation. • Ensure that proper documentation is made for all treatment rendered to residents. • Any other duty as assigned by the Rehab Manager or Director of Nursing. 	
<p>Occupational Therapist</p>	<ul style="list-style-type: none"> • Diploma/ Degree in Occupational therapy recognised by the Singapore Allied Health Professional Council. • Preferably 1 to 2 years of experience, with experience in rehab services, nursing homes or hospitals • Fully Registered Therapist with the Singapore Allied Health Professional Council preferred 	<p>The Occupational Therapist develops and provides rehabilitative care and services based on the care model, to residents of the Nursing Home(s). You will work with the residents of the nursing home to achieve optimal independence by improving and restoring their abilities in self-care, daily living, work and leisure. You will also provide functional, physical, cognitive and psychosocial assessments to understand their rehabilitation needs and set</p>	<ul style="list-style-type: none"> • 5-days work week • 42.5hrs per week • Various locations

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		<p>realistic goals with them. This may include training of daily activities, home assessment and modification, leisure exploration and work rehabilitation and working with the residents to help them reintegrated back to the community and return to their life roles. You will also educate and provide training for family members and caregivers on care-giving skills.</p> <p>Clinical Care:</p> <ul style="list-style-type: none"> • Assess, evaluate, and identify rehabilitation needs of residents; formulate/develop and implement appropriate individualized occupational therapy programmes to facilitate, restore, improve or maintain their abilities to perform self-care, work, leisure activities and meaningful life roles. • Evaluate, monitor, and review treatment on a regular basis to document needs and progress of service users and ensure that treatment is appropriate and effective. • Evaluate and prescribe assistive devices to improve function in activities of daily living as required by residents. • Maintain good communication and liaise with various disciplines involved in the rehabilitation process and refer residents to respective professionals for consultation and appropriate intervention. 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Training & Development:</p> <ul style="list-style-type: none"> • Guide, supervise and train occupational therapy students, therapy assistants, junior staff, caregivers, and volunteers on their performance of duties and implementation of programmes, to ensure safe and effective treatment of residents. • Provide training for caregivers in preparation for residents' discharge back into the home environment. <p>Administration:</p> <ul style="list-style-type: none"> • Maintain database/records of all residents to provide evidence-based treatment with accurate and appropriate documentation. • Ensure that proper documentation is made for all treatment rendered to residents. • Any other duty as assigned by the Rehab Manager or Director of Nursing. 	

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