



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 – ACTIVE GLOBAL RESPITE CARE JOB LISTING BOOKLET

2 May 2024  
10pm to 4pm

## **About e2i (Employment and Employability Institute)**

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit [www.e2i.com.sg](http://www.e2i.com.sg).

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*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.*

## Active Global Respite Care

Active Global Home & Community Care is a provider of holistic, professional, and affordable eldercare services. Started in 2012, they have been providing live-in caregivers for elderly with complex medical conditions such as dementia, stroke etc., it has extended to subsidized home care services such as home personal care, home medical, home therapy, home nursing etc. Appointed by the Ministry of Health in 2018, it also operates two active ageing hubs. It has served high quality care to more than 3,000 clients regionally.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Staff Nurse (Home Care)</b>	<ul style="list-style-type: none"> <li>• Must be a Registered Nurse with Singapore Nursing Board with a clean disciplinary record (nurses on conditional license may not apply for this role)</li> <li>• Proficiency in Microsoft Office and comfortable with IT would be ideal.</li> <li>• Occasional shift work (to support palliative patients) will be required when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Part of the team to serve a pilot home palliative project with hands-on bedside care.</li> <li>• Take up respite assignments when required.</li> <li>• Assist the home care team on other home nursing cases.</li> <li>• Advise care staff as needed if they face medical issues or medical emergencies with clients for home care services or when required.</li> <li>• Work alongside external community partners and colleagues in managing client care needs.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 9am - 6.30pm</li> <li>• Various locations</li> </ul>
<b>Healthcare Assistant - Home Care (Full Time)</b>	<ul style="list-style-type: none"> <li>• A relevant WSQ certificate in Healthcare Support /Therapy service will be advantageous.</li> <li>• At least 1 year of relevant experience will be advantageous.</li> <li>• Ability to understand and speak English, Mandarin and local dialects will be advantageous.</li> <li>• A good team player with a pleasant</li> </ul>	<ul style="list-style-type: none"> <li>• To deliver home based personal care for referred elderly patients.</li> <li>• Assist client with the activities of daily living (ADL) and instrumental activities of daily living (iADLs).</li> <li>• Passion to work with the elderly, willingness to learn, and an open attitude to eldercare.</li> <li>• While our service is island-wide, you will eventually be able to focus</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-days work week</li> <li>• 9am - 6.30pm</li> <li>• Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	disposition and physically fit.	geographically on the area that is most convenient to you. <ul style="list-style-type: none"> <li>Report and update client's condition to supervisor timely.</li> </ul>	
<b>Healthcare Assistant - Home Care (Part Time - \$16/hr-)</b>	<ul style="list-style-type: none"> <li>A relevant WSQ certificate in Healthcare Support /Therapy service will be advantageous.</li> <li>At least 1 year of relevant experience will be advantageous.</li> <li>Ability to understand and speak English, Mandarin and local dialects will be advantageous.</li> <li>A good team player with a pleasant disposition and physically fit.</li> </ul>	<ul style="list-style-type: none"> <li>To deliver home based personal care for referred elderly patients.</li> <li>Assist client with the activities of daily living (ADL) and instrumental activities of daily living (iADLs).</li> <li>Passion to work with the elderly, willingness to learn, and an open attitude to eldercare.</li> <li>While our service is island-wide, you will eventually be able to focus geographically on the area that is most convenient to you.</li> <li>Report and update client's condition to supervisor timely.</li> </ul>	<ul style="list-style-type: none"> <li>Between 9am - 7.30pm</li> <li>Various locations</li> </ul>
<b>Healthcare Assistant - Senior Care Centre</b>	<ul style="list-style-type: none"> <li>A relevant WSQ certificate in Healthcare Support /Therapy service will be advantageous.</li> <li>At least 1 year of relevant experience will be advantageous.</li> <li>Ability to understand and speak English, Mandarin and local dialects will be advantageous.</li> <li>A good team player with a pleasant and healthy disposition</li> </ul>	<ul style="list-style-type: none"> <li>To engage and assist elderly clients in the Centre and assist in daily Centre programmes and activities.</li> <li>Attend to client's personal care needs including personal hygiene and assist in positioning, transfers and ambulating of clients.</li> <li>Adheres to the centre's operational protocol at all times.</li> <li>Upholds and practice high standards in the care for clients set by the Centre Manager and Rehab Manager.</li> <li>To assist in incidental housekeeping duties</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>Between 7am - 8pm</li> <li>Ghim Moh/Telok Blangah/Sengkang</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		such as cleaning and mopping up spillage, discharge and breakages.	
<b>Assistant Centre Manager</b>	<ul style="list-style-type: none"> <li>• A Diploma or Degree in any field is welcome.</li> <li>• Preferably minimum 3 years in operational management role.</li> <li>• Preferable experience working with MOH or other relevant stakeholders in the healthcare industry in general.</li> <li>• Applicants with operational backgrounds in other industries such as hospitality are welcome to apply.</li> <li>• Experience working with elderly in the community would be good to have.</li> <li>• Hands-on and enjoys community setting.</li> <li>• Able to work independently with little supervision.</li> <li>• Proficient in Microsoft Office and comfortable with IT.</li> <li>• Able to speak local languages and dialect (preferable).</li> </ul>	<ul style="list-style-type: none"> <li>• Report directly to the Centre Manager.</li> <li>• Direct responsibility for the daycare centre as a business unit with an understanding of P&amp;L.</li> <li>• Strong case resolution skills to resolve client feedback and complaints on promised actions and that client needs are addressed promptly and appropriately.</li> <li>• Work closely with other managers to ensure that all MOH service requirements on financial and quality aspects are strictly adhered to through rigorous and constant internal checks.</li> <li>• Responsible for staff rostering and management.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• Between 7am - 8pm (shifts)</li> <li>• Rotational weekends (Sat &amp; Sun) required.</li> <li>• Telok Blangah</li> </ul>
<b>Sales Consultant</b>	<ul style="list-style-type: none"> <li>• 2-3 years of experience in a sales or business development capacity.</li> <li>• A Diploma or Degree in Nursing or equivalent or experience in the ILTC sector would be a good to have but is not necessary. We are open to any profiles who are service-oriented and willing to learn in a fast-paced environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Report directly to the General Manager.</li> <li>• Directly responsible for growth through supporting potential clients in selecting a Caregiver which is in line with their medical and social needs and guiding them through all contractual requirements.</li> <li>• Actively drive sales volume through quick follow-ups with potential clients.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 9am - 6.30pm</li> <li>• 5-days work week. Some Saturdays are required.</li> <li>• Novena</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Good command of English (Written &amp; verbal).</li> <li>• Able to work independently.</li> <li>• CEI-certified would be good to have but not necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide accurate information to clients on policies, procedures, and service.</li> <li>• Pro-Actively perform all necessary compliance tasks &amp; paperwork to ensure that contracts are closed professionally.</li> <li>• Represent the company's services with confidence. Communicate clearly and appropriately with clients &amp; business partners.</li> <li>• Actively build professional relationships with doctors &amp; nurses within local hospitals, clinics and medical centres.</li> </ul>	
<p><b>Centre Executive</b></p>	<ul style="list-style-type: none"> <li>• Diploma in any field is welcome.</li> <li>• Preferably minimum 1 year in operational management role.</li> <li>• Preferable experience working with MOH or other relevant stakeholders in the healthcare industry in general.</li> <li>• Applicants with operational backgrounds in other industries such as hospitality are welcome to apply.</li> <li>• Experience working with elderly in the community would be good to have.</li> <li>• Hands-on and enjoys community setting.</li> <li>• Able to work independently with little supervision.</li> <li>• Proficient in Microsoft Office and comfortable with IT.</li> </ul>	<ul style="list-style-type: none"> <li>• Report directly to the Centre Management.</li> <li>• Assist the centre management with running the operations of the centre.</li> <li>• Actively drive sales volume through quick follow-ups with potential clients.</li> <li>• Provide accurate information to clients on policies, procedures, and service.</li> <li>• Strong case resolution skills to resolve client feedback and complaints on promised actions and that client needs are addressed in a timely and appropriate manner.</li> <li>• Ensuring that the logistics and operational capability of the centre runs smoothly.</li> <li>• Ensuring timely and appropriate administration and documentation according</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• Between 7am - 8pm (shifts)</li> <li>• Rotational weekends (Sat &amp; Sun) required.</li> <li>• Ghim Moh</li> </ul>

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	<ul style="list-style-type: none"> <li>• Able to speak local languages and dialect (preferable).</li> </ul>	<p>to required law, processes, and regulations.</p> <ul style="list-style-type: none"> <li>• Represent the centre in the absence of any management.</li> <li>• Communicate clearly and appropriately with clients &amp; business partners, always speaking with the understanding of tone and choice of words.</li> </ul>	
<b>Physiotherapist / Senior Physiotherapist</b>	<ul style="list-style-type: none"> <li>• Diploma or Degree in Physiotherapy recognized by the Singapore Allied Health Professions Council.</li> <li>• Must be a fully registered therapist with the Singapore Allied Health Professions Council.</li> <li>• 5-days work week. Rotational weekends may be required depending on patient needs.</li> <li>• At least 2 years of experience, preferably with experience in the community care setting.</li> <li>• Hands-on experience and enjoys working with elderly in the community would be good to have.</li> <li>• Able to work independently with little supervision.</li> <li>• Proficient in Microsoft Office and comfortable with IT.</li> <li>• Able to speak local languages and dialect (preferable).</li> </ul>	<ul style="list-style-type: none"> <li>• Influence and shape a new model of Care: More Fun, More Engaging, More Effective. You will have at your disposition leading edge equipment and fantastic facilities.</li> <li>• Be part of the management team in overseeing the care of clients with direct responsibility of rehabilitation services.</li> <li>• Assess, evaluate and identify rehabilitation needs of clients.</li> <li>• Providing and advising necessary treatments.</li> <li>• Formulate and implement appropriate individualized rehabilitation programmes to facilitate improvement or maintenance of movement/function.</li> <li>• Work closely in a multi-disciplinary team to create Individualized Care Plans for each client from admission to discharge planning.</li> <li>• Evaluate and monitor progress of clients' treatment regularly.</li> <li>• Ensure strict compliance to MOH regulations in the performance of services.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 9am - 6.30pm</li> <li>• Telok Blangah</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Guide, supervise and train physiotherapy students, therapy aides, family caregivers and volunteers on their performance of duties.</li> <li>• Create and maintain databases of all clients, ensuring strict compliance to documentation, providing evidence-based treatment with accurate and timely records.</li> <li>• Conduct home visits for clients when required.</li> <li>• Communicate clearly and appropriately with clients &amp; colleagues, always speaking with the understanding of tone and choice of words.</li> <li>• Any other duties as and when assigned by Rehab Manager or Centre Manager.</li> </ul>	
<b>Staff Nurse (Senior Care Centre)</b>	<ul style="list-style-type: none"> <li>• Must be a Registered Nurse with Singapore Nursing Board with a clean disciplinary record (nurses on conditional license may not apply for this role).</li> <li>• Proficiency in Microsoft Office and comfortable with IT would be ideal.</li> </ul>	<ul style="list-style-type: none"> <li>• Key person in setting up and upkeep of clinical/medical protocols pertaining to client needs, from onboarding to discharging.</li> <li>• Assessment of new case referrals and reassessment of existing clients.</li> <li>• Leading a team of Healthcare Assistants and overseeing the nursing care, standards and operations across our day care centres.</li> <li>• Working closely with other healthcare professionals on planning client ICP, care and safety in the centre.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 9am - 6.30pm</li> <li>• Sengkang</li> <li>• Occasional shift work (to support palliative patients) will be required when necessary.</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p><b>Community Outreach Executive</b></p>	<ul style="list-style-type: none"> <li>• 5-days work week.</li> <li>• Applicants with operational backgrounds in other industries such as hospitality are welcome to apply.</li> <li>• Experience working with the elderly in the community would be good to have.</li> <li>• Hands-on and enjoys community setting.</li> <li>• Able to work independently with little supervision.</li> <li>• Proficient in Microsoft Office and comfortable with IT.</li> <li>• Able to communicate effectively with the elderly in their own language.</li> <li>• Communicate clearly and appropriately with clients &amp; business partners, always speaking with the understanding of tone and choice of words.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist to plan and take part in the center’s activities.</li> <li>• Report directly to the Communications Manager.</li> <li>• Conduct/organise befriending visits to identify frail seniors in the community.</li> <li>• Ensure the day-to-day running of our Active Aging Centres are done smoothly and adhering to all measures required by MOH.</li> <li>• Assist to develop and plan outreach activities and engagement.</li> <li>• Initiate, execute and manage the Active Ageing activities across our centres in Ghim Moh, Telok Blangah and future centres.</li> <li>• Assist to formulate and execute plans to recruit, train and manage volunteers.</li> <li>• Work closely with the senior care centre teams to ensure the smooth operation of the Alert Alarm System (AAS) at both centres.</li> <li>• Ensuring timely and appropriate administration and documentation according to requirements, processes and regulations stipulated by MOH and other relevant government bodies.</li> <li>• Assist with goodie bag packing and delivery to partners and for events.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 9am - 6.30pm</li> <li>• Ghim Moh / Telok Blangah / Sengkang</li> <li>• Rotational weekends (Sat &amp; Sun) maybe required.</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Manage and update the goodie bag items inventory.</li> <li>• Assist with the annual dissemination of calendars to community partners.</li> <li>• Update and Maintain Media Coverage Records.</li> <li>• Assist with filming Tiktok videos.</li> <li>• Regularly capture photos of SCC and AAH activities for social media posting purposes.</li> </ul>	
<p><b>Admin Assistant (Senior Care Centre)</b></p>	<ul style="list-style-type: none"> <li>• 2-3 years of experience in an operational capacity in customer service and administrative roles.</li> <li>• Diploma in any field.</li> <li>• Takes initiative and is able to be flexible while adhering to SOPs at the same time.</li> <li>• Proficiency in Microsoft Office Suite applications.</li> <li>• Good command of English (Written &amp; verbal).</li> <li>• Experience in healthcare would be advantageous.</li> <li>• Must be ready to answer client queries at any time.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible in clients' registration and scheduling of appointments.</li> <li>• Assist to handle and resolve clients' complaints.</li> <li>• Ensure the smooth operation of the front counter.</li> <li>• Filing and documentation.</li> <li>• Handle incoming calls.</li> <li>• Maintain the stock of stationery.</li> <li>• Maintain the key system.</li> <li>• Updating of operational data.</li> <li>• To assist in centre operations from time to time.</li> <li>• Any other tasks as and when assigned by the Centre Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• Between 7am - 8pm (shifts)</li> <li>• Sengkang</li> <li>• Rotational Saturdays.</li> </ul>
<p><b>WSH Assistant Manager</b></p>	<ul style="list-style-type: none"> <li>• A recognized diploma course or bachelor's degree related to environmental and occupational health and safety.</li> <li>• At least 2 years of experience in Safety &amp; Health as a WSH Officer registered with MOM.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with the WSH Act and stay updated on all related regulations.</li> <li>• Develop and drive the implementation of WSH plans and programmes.</li> <li>• Improve safety and health performance in AG.</li> <li>• Identify and assess any foreseeable risks in AG via</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 9am - 6.30pm</li> <li>• Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Experience working with MOH or other relevant stakeholders in the healthcare industry would be good to have.</li> <li>• Experience working with elderly in the community would be good to have.</li> </ul>	<p>risk assessment and management system.</p> <ul style="list-style-type: none"> <li>• Investigate all incidents, advise corrective and preventive actions, and generate reports.</li> <li>• Develop audit and inspection systems in AG.</li> <li>• Conduct safety training and guidance to staff in AG.</li> <li>• Represent AG as correspondent to MOM/NEA ensure that WSH guidelines are adhered to attain zero-accident rate.</li> <li>• Leads safety committee and chairs safety meetings.</li> <li>• Maintain comprehensive and accurate documentation on all related matters to WSH.</li> <li>• Work closely with all departments in WSH-related matters.</li> </ul>	
<p><b>Transport Assistant (Senior Care Centre)</b></p>	<ul style="list-style-type: none"> <li>• Takes initiative and able to be flexible while adhering to SOPs at the same time.</li> <li>• Experience in healthcare would be advantageous.</li> <li>• Applicants with operational backgrounds in other industries such as hospitality are welcome to apply.</li> <li>• Experience working with elderly in the community would be good to have.</li> <li>• Able-Bodied &amp; Healthy</li> <li>• Hands-on and enjoys community setting.</li> <li>• Must be ready to answer client queries at any time.</li> </ul>	<p>Primary Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>• Fetching the elderly clients from their home and escorting them into the company van.</li> <li>• Perform wheelchair transfers from the wheelchair to the van seat (in-house training will be provided).</li> <li>• Assist the van driver in answering phone calls when the driver is busy driving.</li> <li>• Vehicle cleanliness up-keeping.</li> <li>• Facility Maintenance.</li> <li>• Inventory Management</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• Between 7am - 8pm (shifts)</li> <li>• Ghim Moh / Telok Blangah / Sengkang</li> <li>• Working on some weekends (Sat/Sun) depending on assignment.</li> </ul>

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		<p>Secondary Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>• Cover the reception duties of the Admin Assistant in his/her absence.</li> <li>• Participate as member of the Centre’s Fire Safety Committee.</li> </ul>	
<p><b>Assistant Manager - CENTRES</b></p>	<ul style="list-style-type: none"> <li>• A Diploma or Degree in any field is welcome.</li> <li>• Preferably minimum 3 years in operational management role.</li> <li>• Preferable experience working with MOH or other relevant stakeholders in the healthcare industry in general.</li> <li>• Applicants with operational backgrounds in other industries such as hospitality are welcome to apply.</li> <li>• Experience working with elderly in the community would be good to have.</li> <li>• Hands-on and enjoys community setting.</li> <li>• Able to work independently with little supervision.</li> <li>• Proficient in Microsoft Office and comfortable with IT.</li> <li>• Able to speak local languages and dialect (preferable).</li> </ul>	<ul style="list-style-type: none"> <li>• Report directly to the Area Manager.</li> <li>• Direct responsibility for the daycare centres as a business unit with an understanding of P&amp;L.</li> <li>• Strong case resolution skills to resolve client feedback and complaints on promised actions and that client needs are addressed promptly and appropriately.</li> <li>• Work closely with other managers to ensure that all MOH service requirements on financial and quality aspects are strictly adhered to through rigorous and constant internal checks.</li> <li>• Responsible for staff rostering and management.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• Between 7am - 8pm (shifts)</li> <li>• Ghim Moh / Telok Blangah / Sengkang</li> <li>• Rotational weekends (Sat &amp; Sun) required.</li> </ul>

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