



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 – NTUC HEALTH JOB LISTING BOOKLET

18 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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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.

NTUC Health

NTUC Health Co-operative Limited (NTUC Health) is an NTUC social enterprise that provides a comprehensive and integrated suite of quality and affordable health and elderly care services to meet the growing needs of families and their dependents. Building on more than five decades of experience and expertise, NTUC Health is among the largest senior day care, nursing home, and home personal care providers in Singapore. We also offer other services for seniors such as active ageing centres, community support for vulnerable seniors, and a sheltered senior group home. In addition, we run a chain of dental clinics and a family medicine clinic.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Programme Associate/Senior Programme Associate	<ul style="list-style-type: none"> • Candidates with Diploma with relevant working experience. • Masters or Degree in Business Management / Psychology / Gerontology or other relevant fields. 	<p>The duties of a Programme Associate are as follows:</p> <ul style="list-style-type: none"> • Promote NTUC Health Active Ageing Centers' eldercare services and programmes. • Conduct/support active ageing programmes and encourage active participation with seniors. The services include conducting community screening assessments, organising and conducting active ageing programmes, provide befriending services (conducting home visits) and monitoring their vital signs. • Where required, coordinate care and support services through internal referral or to external agencies. • Provide support to seniors at outreach events and programmes. • Carry out administrative functions such as data entry, record keeping and report submissions in a prompt and accurate manner. 	<ul style="list-style-type: none"> • 5-days work week • 8.30am - 6pm • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • May be required to perform additional duties and work over the weekends or after office hours. <p>The duties of a Senior Programme Associate are as follows:</p> <p><i>Planning and Operations:</i></p> <ul style="list-style-type: none"> • Promote NTUC Health Eldercare services and programmes. • Develop and implement outreach plans to engage and profile seniors for appropriate follow-up actions. • Plan, implement and manage the active ageing programs and activities for seniors which are age-friendly and culturally appropriate, and within budget. • Collect regular feedback from befrienders on vulnerable seniors' conditions and engage appropriate community partners to address those issues. • Plan marketing activities and develop publicity materials with the support of the Corporate Communication representative. <p><i>Partnerships:</i></p> <ul style="list-style-type: none"> • Develop the network and collaborate with community partners and national bodies, for example, RHS, grassroots, social service agencies, NAC, SportSG, etc. on suitable 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>programmes and activities for seniors.</p> <ul style="list-style-type: none"> • Empower and develop active seniors to serve other vulnerable seniors in the community. • Attending networking sessions and management meetings as required. <p><i>Administrative work:</i></p> <ul style="list-style-type: none"> • Ensure accurate record keeping and report submissions in a prompt and timely fashion. • Support necessary evaluation and all critical reporting processes for the management and funders of the programme. <p><i>Supervisory role:</i></p> <ul style="list-style-type: none"> • Support CIC/Cluster Manager in recruiting, training and supervising staff, Micro jobbers and volunteers to assist with the work of AAC. • May require to perform additional duties as requested. 	
<p>Centre Manager</p>	<ul style="list-style-type: none"> • Candidates with Diploma with relevant working experience. • Masters or Degree in Business Management / Psychology / Gerontology or other relevant fields. 	<p><i>Planning and Operations:</i></p> <ul style="list-style-type: none"> • Promote NTUC Health Eldercare services and programmes. • Ensure the overall smooth operations of AAC within the allocated budget. • Lead and plan seniors outreach activities to know our seniors in the community. • Plan and organize active ageing programmes that 	<ul style="list-style-type: none"> • 5-days work week • 8.30am - 6pm • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>improve daily attendance at the centre.</p> <ul style="list-style-type: none"> • Upkeep AAC to provide a safe and conducive environment for seniors. • Ensure all the senior activities and programmes in the AAC promote a community climate of multi-racial tolerance, harmony and cooperation among residents. • Collect regular feedback from befrienders on vulnerable seniors' conditions and engage appropriate community partners to address those issues. • Plan marketing activities and develop publicity materials with the support of the Corporate Communication representative. <p><i>Partnerships:</i></p> <ul style="list-style-type: none"> • Develop the network and collaborate with community partners and national bodies, for example, RHS, grassroots, social service agencies, NAC, SportSG, etc. on suitable programmes and activities for seniors. • Empower and develop active seniors to serve other vulnerable 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>seniors in the community.</p> <ul style="list-style-type: none"> Attend networking sessions and management meetings as required. <p><i>Administrative work:</i></p> <ul style="list-style-type: none"> Support necessary evaluation and all critical reporting processes for the management and funders of the programme. Ensure on time and accurate reporting to the management and funders. <p><i>Supervisory role:</i></p> <ul style="list-style-type: none"> Recruit, supervise, and engage staff, micro jobbers, volunteers to help run or assist in the AAC's programmes. Coach and guide the team members to deliver their duties. May require to perform additional duties as requested. 	
<p>Senior Associate, Community Connector</p>	<ul style="list-style-type: none"> Diploma in Social Work, Community Development, Business, Marketing, Mass Communications preferred 	<p><i>Partnerships Engagement:</i></p> <ul style="list-style-type: none"> Support the implementation of the new playbook / workflows, document processes, learnings, challenges, and solutions, as well as implement any needed improvements for long-term sustainability. Stocktake and assess the strengths and limitations of existing partnerships and 	<ul style="list-style-type: none"> 5-days work week 8.30am - 6pm Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>processes, review and optimize existing workflows.</p> <ul style="list-style-type: none"> Assist in the development and coordination of engagement efforts with partners. Develop an asset map of community partners and resources to identify gaps in existing services and strengths for integrated care partnership engagement. <p><i>Reporting:</i></p> <ul style="list-style-type: none"> Work with established partners and government agencies to collect and report relevant data for analysis and evaluation, as well as document learnings, challenges, and best practices from the pilots. Assist with the preparation of reports to funders and management and ensure compliance with reporting requirements. <p><i>Data Management and Needs Analysis:</i></p> <ul style="list-style-type: none"> Support the Active Ageing Centres (AACs) in data analysis to identify the needs of the community. Support data collection, analysis, and evaluation. Maintain a database of reports, data, and 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		documents related to CoC efforts. <ul style="list-style-type: none"> • Compile learnings, challenges, and best practices from pilots and partnerships. 	

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