



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 – REN CI HOSPITAL JOB LISTING BOOKLET

30 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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Ren Ci Hospital Error! Bookmark not defined.

Please note that there will be photo-taking/video taking at this event. By participating in this event, you hereby consent to have your photograph/video taken by e2i for the purposes of marketing/promotion/publicity and to be published on media platforms, public or otherwise.

Ren Ci Hospital

Since then, Ren Ci has grown to operate a total of 969 beds across a community hospital in Novena and two nursing homes in Ang Mo Kio and Bukit Batok. We will further expand our presence in the North with a new 332-bed nursing home slated to open in Woodlands early 2024.

We work with the same philosophy of “Service with Heart and Hope” on our seniors and as well as employees. Every staff is part of the Ren Ci family. Nurturing and attracting the right candidates to join the family is our core. We pride ourselves in building meaningful careers at a place where there are opportunities for all to grow and do good. If you are looking for a career that gives back to the community, join us!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Community Care Associate	<ul style="list-style-type: none"> GCE ‘N’ or ‘O’ Level Preferably possess experience in household management and / or eldercare Must have patience and love working with seniors. 	<ul style="list-style-type: none"> 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. Assist to apply prescribed topical medication. 	<ul style="list-style-type: none"> 42hrs per week 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 Required to perform 2 or 3 rotating shift hours and work on weekends / public holidays.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform and monitor individualized therapy intervention. Any other duties assigned by supervisor. 	
<p>Community Care Associate (Day Care Centre)</p>	<ul style="list-style-type: none"> Minimum GCE 'O' or 'N' Level A relevant skills certificate from a recognized institution will be an advantage but not essential. 	<ul style="list-style-type: none"> To facilitate and support all aspects of clients' activity of daily living (ADLs)*, taking into consideration individual preferences. To assist nurses or therapist to provide routine care for clients and to improve clients' quality of life. To support planning and implementation of daily programme at the day care. To support any other non-clinical related tasks necessary for the daily operations of the day. To perform daily work duties according to department or organisation standard operating procedures (SOP). To include other duties such as incident reporting, client satisfaction and administrative matters. <p>CARE DELIVERY:</p> <ul style="list-style-type: none"> ADLs delivery* Meal and tea break preparation and serving. Assist client in oral feeding. Assist client in personal hygiene activities for 	<ul style="list-style-type: none"> 40.75hrs per week Day Shift Work <p>Monday to Friday: 7am to 4.10pm, 8.30am to 5.40pm, 9.20am to 6.30pm</p> <p>Staggered day shift hours</p>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>example toileting, diaper changing, emptying urinary catheter / stoma bag, grooming and showering.</p> <ul style="list-style-type: none"> • Delivery of NGT/ PEG feeding. • Perform medication assistance. • Monitor, and record of temperature, pulse and blood pressure and report any abnormalities to staff nurse or therapist. • Cognitive and behavioral monitoring and interventions. • Simple wound care management under the supervision of staff nurse. 	
<p>Community Care Executive</p>	<ul style="list-style-type: none"> • A recognized diploma/degree or its equivalent. • Experience in the healthcare industry desired but not mandatory. • Be a team player and possess good interpersonal skills. 	<ul style="list-style-type: none"> • Responsible for the quality of care provided to the 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. 	<ul style="list-style-type: none"> • Monday to Friday (8.30am – 5.45pm) • Bukit Batok • Woodlands

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Laundry Assistant</p>	<ul style="list-style-type: none"> Minimum Primary School / lower secondary education 	<ul style="list-style-type: none"> Process all residents' linen and ensure that items are laundered at the correct temperatures according to the type of fabric. Ensure that all linen is thoroughly cleansed and stain free. Ensure that any items that require thermal disinfection are processed correctly and that infection control policies are strictly adhered to. Sort and return all residents' clean linens are returned to the respective households. Always ensure a neat and clean laundry room. Monitor stock level of laundry supplies. Mending and stitching of clothes. Ensure that laundry equipment is always in functioning and good working condition. Report any equipment breakdown or malfunction to the Reporting Officer. Guide and support laundry assistants with special needs. Perform any other duties as assigned by Reporting Officer. 	<ul style="list-style-type: none"> 5 Days work week (include Weekends & PH) 9am to 6.15pm Woodlands only

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