

SkillsFuture Festival 2024

Healthcare Jobs & Skills Roadshow

Northpoint City, Level 1, South Atrium

18 July 2024

11am – 8pm

JOB LISTING BOOKLET



As part of our effort to save the environment,
please return this booklet at the exit after you
have completed **all** interviews.

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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#1 Ang Mo Kio – Thye Hua Kwan Hospital

Ang Mo Kio - Thye Hua Kwan Hospital (AMK-THKH) is a leading provider of rehabilitative care in Singapore. We aim to provide safe, good quality rehabilitative care to our patients and assist them in their reintegration back into society. This is achieved with a multidisciplinary (comprising doctors, nurses and allied health professionals) healthcare approach to chart a customised rehabilitation plan for every patient referred to for our care.

At AMK-THKH, we strive, alongside our quest for clinical and service excellence, to help our patients achieve good clinical outcomes at the end of their stay.

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|-----------------------------|---|--|---|
| Healthcare Assistant | <ul style="list-style-type: none"> • ITE Skills Certificate in Healthsciences (Inpatient) • WSG Certificate in Healthcare Support (Nursing care) • Able to work 6 days a week (including Saturday and public holidays) | <ul style="list-style-type: none"> • Ensures all dialysis equipment are clean, safe and in good working order and to report any defects to NM / RN in charge. • Attend to basic nursing and general care of dialysis patients under supervision such as: Preparation of dialysis machine including setting up consumables; removal of medical consumables items from dialysis machine; assist in the transfer of patients with fall risk. • Weekly cleaning of dialysis chairs and machines. • Replenishment of medical consumables for daily usage including cleaning and preparing of working trollies. • Assists with pre/post dialysis specifications: weight, temperature and other vital signs of the patient. • Crowd control and distribution of patient dialysis cards. • Participates in nursing shift handover sessions and continuous quality improvement projects. | <ul style="list-style-type: none"> • 6-days work week • AM Shift: 6.30am to 2.45pm PM Shift: 2.30pm to 10.45pm • Singapore 569766 |
| Health Attendant | <ul style="list-style-type: none"> • Minimum 2 years of relevant experience • Primary Education with PSLE / PSPE or equivalent | <ul style="list-style-type: none"> • Perform regular tidying and cleaning of patient's bed area including bedside locker, overbed tables, commode chairs etc. • Carry out daily pantry duties such as receiving food trolley, serving and collection of food trays, ensure pantry and storage areas are kept clean and dry at | <ul style="list-style-type: none"> • 6-days work week • AM Shift: 7am to 3pm • Singapore 569766 |

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| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|----------------------------|---|--|--|
| | | <p>all times, assist in preparation and serving of beverages to patients etc.</p> <ul style="list-style-type: none"> Assist in providing personal hygiene care for patients e.g. bathing of patients, changing of patient's diapers etc. Assist in oral feeding of patients with and/or under the supervision of the nursing staff. Assist the nurses in admitting patients by ensuring the beds are made and pyjamas are available. Transportation of patients, specimens and documents. | |
| Pharmacy Assistant | <ul style="list-style-type: none"> GCE 'N' or 'O' Level or equivalent Meticulous and possess good communication skills Experience in healthcare setting would be an advantage but not essential as on-the-job training will be provided | <ul style="list-style-type: none"> Assist in picking, packing and labelling of medications for wards and outpatient supply in an accurate and timely manner. Check, receive, load and unload goods delivered by suppliers. Ensure stocks in the compactors are organized in a first-in-first-out (FIFO) manner. Conduct regular checks on stocks and highlight short expiry items. Assist in stock management and stock-take. Answer telephone enquiries. Upkeep and maintain cleanliness of pharmacy. Provide administrative support to the department. | <ul style="list-style-type: none"> 5.25-days work week Monday to Friday: 9am - 6pm Saturday: 9am to 1pm (alternate Sat) Singapore 569766 |
| Pharmacy Technician | <ul style="list-style-type: none"> Diploma in Pharmaceutical Sciences or a Certificate in Pharmacy Technician Course Minimum 1 Year work experience as a Pharmacy Technician in relevant clinical settings will be an advantage A team player with good communication and interpersonal skills | <ul style="list-style-type: none"> Supply medications to the inpatients via a regular trolley top-up system and on nurses' request. Carry out new admission screening and medication reconciliation. Perform data entry for the supply to inpatients, outpatients and discharged patients. Pack and dispense medications under the direct supervision of the pharmacist. | <ul style="list-style-type: none"> 5.25-days work week Monday-Friday: 9am - 6pm Saturday: 9am to 1pm (alternate Sat) Singapore 569766 |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---------------------------------|--|---|---|
| | | <ul style="list-style-type: none"> • Verify discrepancies in prescriptions with the prescribers where possible. • Ensure the correct billing / charging of drugs supplied to the patients. • Track inventory level and perform restock whenever necessary. • Participate in stock take in the pharmacy. • Monitor expiry date of medication. • Assist in the operation of the retail pharmacy. • Carry out any other job duties as assigned from time to time. | |
| Therapy Assistant | <ul style="list-style-type: none"> • Minimum WSQ Higher Certificate in Therapy Support • Those without WSQ certificates but possess relevant years of experience would also be considered | <ul style="list-style-type: none"> • Prepare, transfer and porter our patients for therapy sessions. • Assist the therapists in their daily patient treatment e.g. walk patients, provide basic care training. • Employ the use of electrophysical agents for pain relief under therapist's prescription. • Maintain patient treatment timetable and portering schedules. • Help with the billing of patients and maintain daily statistics of treatment attendance. • Maintain therapy equipment and supplies. • Perform clerical duties such as filing and photocopying when necessary. • Provide feedback on issues related to patient care. • Maintain cleanliness and tidiness of therapy department. | <ul style="list-style-type: none"> • 5.25-days work week • Monday to Tuesday: 8.30am to 6pm • Wednesday to Friday: 8.30am to 5.30pm • Saturday: 8.30am to 12.30pm (once in every 4 weeks) • Singapore 569766 |
| Social Service Assistant | <ul style="list-style-type: none"> • Diploma in Social Work / WSQ Diploma in Social Services • Proficient in MS Office • A team player with good communication and interpersonal skills | <ul style="list-style-type: none"> • Assist with case management after cases are screened by Medical Social Workers (MSW). • Follow-up on care arrangement and post discharge referrals. • Coordinate and liaise with Therapists, Vendors and | <ul style="list-style-type: none"> • 5.25-days work week • Monday to Thursday: 8.30am to 5.45pm |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---------------|----------------|--|--|
| | | <p>Patients to obtain equipment and arrange home modification.</p> <ul style="list-style-type: none">• Conduct means-testing for patients.• Assist in preparation for support groups.• Cover Admin Assistant's duties as needed.• Any other job-related duties. | <p>Friday: 8.30am to 5.30pm</p> <p>Saturday: 8.30am to 12.30pm (once every 4 weeks)</p> <ul style="list-style-type: none">• Singapore 569766 |

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#2 HMI Medical Centre

Established in 2018 and part of HMI Group, HMI Medical Centre (previously known as StarMed Specialist Centre) is a one-stop private ambulatory care centre, comprising of GP and health screening services, specialist clinics, operating theatres, endoscopy suites, radiology facilities, physiotherapy centre, day suites and occupational health services.

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|--------------------------------------|--|---|---|
| Customer Experience Executive | <ul style="list-style-type: none"> Excellent customer service skills, flexible and able to handle difficult situations when required. Must be comfortable being in a customer-facing role. Strong interpersonal and communication skills. Pleasant, Professional, Presentable, and has a Positive attitude. Previous experience in working in a high-end, luxury concierge service position will be advantageous. Candidates with long experience in the above industry will be considered for senior position. Working days: Monday to Friday (office hours), and half day on every alternate Saturdays. | <ul style="list-style-type: none"> Be the first point of contact for all our visitors, which include walk-ins, patients, doctors, and internal staff. Perform high-touch concierge services such as but not limited to greetings, visitor registration, escorting, attending to queries, etc. Perform personalised service to all visitors, patients, staff which include visiting doctors. Chaperone high-net-worth/ VIPs during their medical appointment. Arranging accommodation, transport and medical appointments. Creating a good experience for the patients and visitors during their time in the centre. Handle special projects relating to process improvement, experience enhancement, which will include sourcing of products, implementing new workflow etc. To respond to any feedback relating to the centre, or its service in a professional manner. Any other ad-hoc administrative duties as assigned. | <ul style="list-style-type: none"> 5.5-days work week Mon to Fri: 8am - 5pm / 9am - 6pm Saturday: 8.30am - 1pm Singapore 217565 |
| Patient Service Officer | <ul style="list-style-type: none"> Has 1-2 years of experience in healthcare industry Fresh graduates with healthcare-related qualifications are welcome. Experience in clinical duties such as taking blood samples, | <p>The successful candidate will be performing the following duties, but not limited to:</p> <ul style="list-style-type: none"> Perform registration: key in patients' data and register in the system. Generate bill estimation form. Advise patients on Medisave / MediShield / private shield / corporate guarantees and to | <ul style="list-style-type: none"> 5.5-days work week Mon to Fri: 8.30am - 5.30pm Saturday: 8.30am - 12.30pm Singapore 217565 |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|----------------------------|---|---|---|
| | <ul style="list-style-type: none"> recording vital signs reading and etc. will be advantageous. Experience working in a Radiology department will be an added advantage. Able to work in a fast-paced environment. Tech-savvy Good interpersonal skills, a good team player and has good time management skills. Willing to learn and ability to adapt are key attributes for this role | <ul style="list-style-type: none"> obtain signatures on the relevant forms. Follow up with doctors or clinic staff on completing the information required. Assist doctor during consultation. Booking of appointments in the system. Alert and rectify duplicate patients' records in the system. Assist in training and guiding new and junior staff. Collect deposit if required. Handle billing, collection of payment (cash, NETS, credit cards, cheques) with integrity and accuracy. Perform daily closing of collections and alert superiors on discrepancies if any. | |
| Finance Admin | <ul style="list-style-type: none"> Organized and meticulous to maintain accuracy in documentation. Ability to work independently and highly adaptable to changes in a fast-paced environment. Proficiency in Microsoft Excel and Microsoft Outlook | <ul style="list-style-type: none"> Keep good records of all giro documents and filing. Collaborate with internal departments for vendor registration form submission and other forms as required by customers. Proactively follow-up with corporate clients and relevant departments to ensure giro application is successful. Liaison person for Finance and Clinic operations. Provide secretarial support to Finance and Clinic Operation. Any other ad-hoc duties as assigned. | <ul style="list-style-type: none"> 5-days work week Mon to Thurs: 8.30am – 6.30pm Friday: 8.30 – 5.30pm Singapore 217565 |
| Call Centre Officer | <ul style="list-style-type: none"> Customer-oriented and possess excellent telephone etiquette. Good team player who is able to work independently with minimal supervision. Ability to multi-task; a self-starter to learn new things/ skills. | <ul style="list-style-type: none"> Attending to phone calls, emails, and general inquiries. Provide accurate and timely information. Work closely with inter-department and manage the appointment bookings through phone and emails. Preparation of documents and reports. | <ul style="list-style-type: none"> 5.5-days work week Mon to Fri: 8.30am – 5.30pm Saturday: 8.30 – 12.30pm Singapore 217565 |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|--------------------------------------|--|---|--|
| | <ul style="list-style-type: none"> Proficient in MS Office applications Relevant experience in call center, healthcare, or customer service industry will be advantageous. | <ul style="list-style-type: none"> Performing administrative duties and any other duties as assigned. | |
| Accounts Receivable Assistant | <ul style="list-style-type: none"> Detail-oriented and proactive. Good communication and interpersonal skills to communicate effectively with corporate clients and other departments (primarily via call and email). Ability to work independently and prioritize tasks effectively in a fast-paced environment. Proficiency in Microsoft Excel and Microsoft Outlook | <ul style="list-style-type: none"> Call corporate clients to negotiate mutually acceptable resolutions to outstanding issues with professionalism and summarize the information in email. Collaborate with internal departments to resolve disputes in a timely manner and enhance customer satisfaction. Proactively follow-up with corporate clients to ensure timely payment of outstanding invoices and resolve any payment discrepancies or disputes. Send revised SOA after all disputes are resolved and follow-up with corporate clients for payment. | <ul style="list-style-type: none"> 5-days work week Mon to Thu: 8.30am - 6.30pm Friday: 8.30am - 5.30pm Singapore 217565 |

#3 HMI Onecare

OneCare Medical was formed by a group of experienced doctors with a common aim - to provide Preventative, Accessible and Professional healthcare to our patients and their families.

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|-------------------------|---|--|--|
| Clinic Assistant | <ul style="list-style-type: none"> • Able to commit shift (AM: 8am to 10pm), Weekend and public holiday • Able to cope with fast-paced environment • Possess strong communication skills, Well-organized and proactive • Computer savvy • Able to commence work immediately or within short notice. Training will be provided. | <ul style="list-style-type: none"> • Handle front desk works including answering phone calls, registration of patients, dispensing of drugs and collection of payment. • Provide Administrative support and scheduling appointments for patients. • Assist Doctors with minor procedure when required (e.g.: Swabbing, ECG,etc). • Maintain clinic's cleanliness and hygiene at all times. • Assist in maintaining and restocking inventory/supplies. • Any other ad-hoc duties as assigned. | <ul style="list-style-type: none"> • 5.5-days work week • Shift work, 8am to 10pm • Various locations |

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#4 NTUC Health

NTUC Health Co-operative Limited (NTUC Health) is an NTUC social enterprise offering a comprehensive and integrated suite of quality and affordable health and eldercare services. NTUC Health is among the largest providers of active ageing, senior day care, nursing home, and home care services in Singapore. We also serve vulnerable seniors through Community Case Management Services, CREST mental health support, and a sheltered senior group home. Additionally, we run a family medicine clinic.

Our purpose is to achieve 'health for life', enabling healthy and fulfilling years for seniors and their families.

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---|--|--|--|
| Care Coordinator (Case Management) (Home Care) | <ul style="list-style-type: none"> Diploma or Advanced Diploma in healthcare related disciplines. Minimum 3 years' experience in community healthcare settings in Singapore Good knowledge of the geriatrics and community services Proficiency in MS Office applications Proficiency in Google Workspace applications - Gmail, Google Calendar, Google Docs/Sheets/Slides, Google Drive General administrative duties - good in Excel <p>Other Information:</p> <ul style="list-style-type: none"> Good interpersonal and writing skills Good team player and multi-tasker Good communication skills (oral and written) Passion in community services and service oriented Good judgement and decision making, problem solving skills Independent, resourceful and self-motivated Meticulous and have an eye for details | <p>Job Description:</p> <ul style="list-style-type: none"> To provide basic care coordination, discharge planning, monitor/evaluate and education for clients and their families on Home Care Service received. <p>Service Coordination Management:</p> <ul style="list-style-type: none"> To administer the coordination of services requested by new clients. To ensure proper documentation on the systems and paper filing are completed on a timely basis. To conduct regular home visits & telephonic follow up to build rapport, obtain feedback and engage clients and their caregivers. To work closely with internal stakeholders when applicable to ensure the smooth delivery of service, i.e. Home Personal Care (HPC) service is carried out by Care Associate (CA). <p>Administrative Management:</p> <ul style="list-style-type: none"> To arrange for reassessment of care plans with clients on a 6-monthly basis. This is to determine if the client requires to continue to receive the service. To manage monthly transport/ad-hoc claims and prepare reimbursement requests for submission to HR (for locum doctors, locum care staff or as required). | <ul style="list-style-type: none"> 5-days work week 8.30am - 6pm Singapore 408935 |

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| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|-----------------------------|--|--|--|
| | | <ul style="list-style-type: none"> To conduct regular telephonic follow-up to engage with clients and obtain feedback on the services rendered. To assist in application for SMF Consumables. To work closely with Operations and Nurse Manager on discharging clients from service. To provide any other ad-hoc administrative general support to the Home Care team as assigned. <p>Service Development:</p> <ul style="list-style-type: none"> To be involved in regular programme development and evaluation in order to meet the needs of an evolving eldercare sector. <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> Prepare ad-hoc reports and other administrative work as assigned by the Home Care operations team. Keeping updated with ISO requirements. | |
| Operations Associate | <ul style="list-style-type: none"> Minimum 1 years of relevant experience knowledge of SAP is an advantage At least 1 year of related experience Good team player Able to read and write simple English Able to lift heavy items Able to do shift work, inclusive of weekends and public holidays | <p>Job Description:</p> <ul style="list-style-type: none"> You are responsible for the general maintenance of the home. Ensuring home's equipment, gadgets and instruments are maintained at optimal functioning level at all times. Duties include maintaining a safe environment within the home such as managing visitors' entrance and departure, ensuring safe and smooth traffic flow. <p>Store:</p> <ul style="list-style-type: none"> Manage day to day operations in inventory management e.g. receiving of stocks, weekly distribution of supplies to wards Assets management and labeling of assets | <ul style="list-style-type: none"> 5-days work week 8am - 3pm / 1 - 8pm / Office hours Various locations |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---------------------------------|--|---|--|
| | | <ul style="list-style-type: none"> Update on stock level and replenishment where required Improving productivity standards. Issuance and receiving of stocks. Create Purchase Requisition and receive Purchasing Order Ensure orders are met and delivery are carried out in a timely manner Any other duties assigned <p>Facilities:</p> <ul style="list-style-type: none"> Conduct general repair and maintenance of premises and equipment. Prepare and arrange rooms in the Home for different functions Assist in assets movement and labelling of assets. Ensure the key facilities are functional and trigger external maintenance when needed Report to the Reporting Officer of any equipment malfunction or breakdown. Man the Fire Command Centre, CCTV monitoring system, fire safety alarm system and attend to security issues, e.g. activate SCDF when required. Participate as member of the Home's Fire Safety Committee and support Operations to attend to any fire hazard. | |
| Community Care Associate | <ul style="list-style-type: none"> Nitec / Diploma / Certificate in Healthcare or equivalent course Some experience in social service or the healthcare industry would be an advantage Facilitation skills and healthcare knowledge would be an advantage <p>Other Information:</p> | <p>Job Description:</p> <p>As a Community Care Associate, you contribute directly to our seniors' everyday happiness and quality of life. You are an integral part of a motivated care team that ensures our seniors leave our centres happy and look forward to returning everyday. You do this through our person-centred care model that encourages our seniors' independence and stimulates their cognitive and physical functions, whilst also looking</p> | <ul style="list-style-type: none"> 5-days work week Expected shift hours: <ul style="list-style-type: none"> 7 am to 4.30 pm / 7.30 am to 5 pm / 8 am to 5.30 pm / 8.30 am to 6 pm / 9 am to 6.30 pm / 9.30 am to 7 pm Various locations |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|----------------------------|--|--|--|
| | <ul style="list-style-type: none"> Ability to listen and express clearly in English Proficient in Google Suite Applications, Whatsapp, Youtube, Zoom Able to work independently and meet deadlines Having a caring, empathetic and patient personality to form positive relationships with seniors and caregivers Excellent service mindset to serve the senior community Pleasant, proactive and highly accountable for the work assigned Assist with centre open houses and other company events Any additional duties assigned by your supervisor to support the centre Employee will require to work on 5-days work week (Operating Hours are from 7 am to 7 pm) Expected shift hours from 7 am to 4.30 pm, 7.30 am to 5 pm, 8 am to 5.30 pm, 8.30 am to 6 pm, 9 am to 6.30 pm and 9.30 am to 7 pm (42.5 working hours per week) | <p>after their care needs. You will continue to grow in your role with support and training from our dedicated team of professionals.</p> <p>You will assist in the day-to-day operations of the centre by carrying out the following duties:</p> <p>Clinical Skills:</p> <ul style="list-style-type: none"> Assist in serving & witness pre-packed medication / apply to prescribe a topical medication. Assist in client health monitoring & assessment. Assist in the implementation of an Initiate Care Plan (ICP). Monitor & provide feedback on ICP activities. Provide Dysphagia care & Eatsafe protocol. Support client on distressed. <p>Functional Skills:</p> <ul style="list-style-type: none"> Assist in Modified Barthel Index (MBI) assessment. Plan & conduct activities. Conduct structured and interactive activities. Perform Basic Activities of Daily Living (ADL). Assist with Passive Range of motion exercises (PROM). Assist with and implement individual therapy. <p>Operational Skills:</p> <ul style="list-style-type: none"> Perform escort duties & build rapport with residents and their family members. Response to service challenges. Manage workplace challenges with resilience (relationship & emotional support). | |
| Programme Associate | <ul style="list-style-type: none"> Diploma or Degree from any discipline, with 3 years of social service, community | <p>Job Description:</p> <p>NTUC Health is one of the largest community health and eldercare providers in</p> | <ul style="list-style-type: none"> 5-days work week 8.30am - 6pm |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---------------|---|---|---|
| | <p>engagement, or eldercare experience.</p> <ul style="list-style-type: none"> • Proficiency in digital skills. • Good collaborative and stakeholder management skills. • Good problem solving and planning skills. • Proficient in Google Suite Applications. • Able to motivate peers and team members. • Service mindset, genuine interest to engage our seniors in the community. Possess good interpersonal and communication skills. • Pleasant, proactive and highly accountable for the work assigned. | <p>Singapore. Through our Active Ageing Centres, we engage the seniors within the clusters and support them by reaching out to understand their needs, curating programmes that cater to the needs of active seniors, and befriending isolated and vulnerable seniors.</p> <p>As a Senior Programme Associate, you assist the CICs or Cluster Manager in fulfilling the objectives of the AAC and meeting the targets set by the management and funders. You will also lead a small team of staff, Micro-jobbers and/or volunteers to ensure smooth daily operations of the AAC. You will need to manage various stakeholders, including community partners, grassroots, and other national bodies, on programmes for Seniors. You shall also look out for vulnerable seniors and support their needs.</p> <p>Planning and Operations:</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 <p>Plan marketing activities and develop publicity materials with the support of the Corporate Communication representative.</p> <p>Partnerships:</p> | <ul style="list-style-type: none"> • Various locations |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|------------------------|---|--|---|
| | | <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 seniors in the community. Attend networking sessions and management meetings as required. <p>Administrative work:</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>Supervisory role:</p> <ul style="list-style-type: none"> Support CIC/Cluster Manager in recruiting, training and supervising staff, Microjobbers and volunteers to assist with the work of AAC. May require to perform additional duties as requested. | |
| Physiotherapist | <ul style="list-style-type: none"> Recognized Diploma / Degree in a related discipline Possess initiative and proactively seek guidance for complex cases when required Possess communication and problem-solving skills | <p>Job Description: The Physiotherapist is responsible for helping clients restore mobility, function, and independence through detailed assessments of problems, providing individualized treatment such as exercise prescription, manual therapy/facilitation, and client education as necessary.</p> <p>The role & responsibilities include:</p> <ul style="list-style-type: none"> Assess, evaluate, plan, and treat residents with a variety of disabilities for optimal care. Assist to conduct quality improvement/research projects. | <ul style="list-style-type: none"> 5-days work week 8am - 5.30pm Various locations |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---------------------------------|--|---|---|
| | | <ul style="list-style-type: none"> Conduct training for therapists, support staff, and other healthcare professionals. Assist to collate statistics to monitor the performance of staff and services. Ensure that staff comply with clinical protocols and service standards. Contribute towards the increased profile of the department and profession through inter-department interactions. Foster open communication between staff for better understanding. Works as part of collaborative, interdisciplinary teams such as other allied health professions, center in charge, nurses, and operations team. | |
| Occupational Therapist | <ul style="list-style-type: none"> Diploma / Degree in related discipline | <ul style="list-style-type: none"> Assess, evaluate, plan, and treat residents with a variety of disabilities for optimal care Assist to conduct quality improvement/research projects. Conduct training for therapists, support staff, and other health care professionals. Assist to collate statistics to monitor the performance of staff and services Ensure that staffs comply with clinical protocols and service standards. Contribute towards the increased profile of the department and profession through inter-department interactions. Foster open communication between staff for better understanding. | <ul style="list-style-type: none"> 5-days work week 8am - 5.30pm Various locations |
| Part Time Care Associate | <ul style="list-style-type: none"> Minimum GCE 'N' or 'O' Level PSLE education certification would | As a Care Associate, you will assist in delivering care duties to our seniors at Senior Day Care Centre (SCC). | <ul style="list-style-type: none"> 5-days work week 15 - 30 hrs a week based on centre requirements |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---------------------------|---|---|---|
| | require an additional IELTS certification | <p>You will be part of an integrated care team that delivers a person-centred care model for our seniors, including persons with dementia. Ideally, this person should also be promoting seniors' independence and maintaining their cognitive and physical functions. This person will facilitate small-group activities in SCC to enable seniors to gain dignity and fulfilment.</p> <p>You will assist in the day-to-day operations of the centre by carrying out the following duties:</p> <ul style="list-style-type: none"> • Support basic activities for daily living (ADLs), including assistance with personal hygiene, mobility and transfers, toileting, diaper changing, feeding. • Monitor clients' medical and health conditions. • Facilitate small group activities and exercises catered to seniors' interests and hobbies, including persons with dementia. • Perform general housekeeping to maintain the cleanliness and hygiene of the centres. • Escort seniors to and from centres and transportation vehicles. <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> • Assist with centre open houses and other company events. | <ul style="list-style-type: none"> • Various locations |
| Exercise Associate | <p>Locally Trained in Singapore:</p> <ul style="list-style-type: none"> • WHS Higher Certificate in Healthcare Support (Therapy Support) • At least 2 years of relevant experience • Possesses computer skills in data entry and documentation | <p>As an Exercise Associate, you will provide home-based personal care services to assist clients with their home exercise program and daily activities of living. We want to enable clients to continue living in the comfort and security of their homes.</p> <p>Simple Exercises:</p> <ul style="list-style-type: none"> • Improve joints and muscles of lower and upper limbs by conducting range of motion and | <ul style="list-style-type: none"> • 5-days work week • 9am to 5pm • Various locations |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---------------|--|--|--------------------------|
| | Foreign Trained: <ul style="list-style-type: none"> Degree in Physiotherapy in home country | <p>flexibility exercises (from head to toe).</p> <ul style="list-style-type: none"> Strengthen muscles of lower and upper limbs by conducting strengthening exercises (from head to toe). Conduct sitting and standing balance exercises. Conduct walking exercises, if appropriate. Conduct any exercises as prescribed by the therapist. <p>Transferring and Positioning:</p> <ul style="list-style-type: none"> Assist clients with mobility, positioning, and transferring between beds and/or chairs <p>Companionship & Recreational Activities:</p> <ul style="list-style-type: none"> Provide a listening ear to clients who may be living with dementia. Engage clients with mind-stimulating games, simple card or board games. Understand clients' interests and carry out recreational activities e.g. reading newspapers, playing musical instruments, singing, etc. <p>Communication and Documentation:</p> <ul style="list-style-type: none"> Clear and timely documentation for the exercises and activities conducted applied during the home visit. To inform, alert, and provide inputs to the team lead regarding the client's concerns encountered during the home visit. <p>Client & Caregiver Education:</p> <ul style="list-style-type: none"> Provide basic education to clients and families by demonstrating proper techniques for home exercises and ADLs. | |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|--------------------------|---|--|---|
| | | <ul style="list-style-type: none"> Work closely with the care team and families to fulfill client care needs. <p>Other responsibilities:</p> <ul style="list-style-type: none"> Ensure clients' safety at all times. Report and escalate risks, issues, near misses, and complaints to the reporting officer. Follow service standards and clinical protocols Adhere to infection control measures. Orientate and teach new care staff as required. Take responsibility for their professional development and participate in the department's training program and external courses. | |
| Therapy Associate | <ul style="list-style-type: none"> Diploma / Degree in related discipline Possess good communication skills Able to work collaboratively Diligent, flexible and resourceful Willing to travel around Singapore | <p>Job Description:</p> <ul style="list-style-type: none"> The Therapy Associate is responsible for providing client care, performing therapy/group sessions including client education and caregiver training under the supervision/instruction of a therapist. S/He assists the therapists in administrative tasks and infection control measures of the workplace. S/He may participate in quality improvement projects and provide training to other support staff such as therapy assistant. <p>The role & responsibilities include:</p> <ul style="list-style-type: none"> Evaluate, plan and treat residents with a variety of disabilities for optimal care. Assist to conduct quality improvement/research projects Conduct training for support staff and other health care workers. Assist to collate statistics to monitor performance of staff and services. | <ul style="list-style-type: none"> 5-days work week 8.30am - 6pm Various locations |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---------------|----------------|---|--------------------------|
| | | <ul style="list-style-type: none">• Ensure that staffs comply with clinical protocols and service standards.• Assist in departmental, inter-departmental, division, organization or public events. | |

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#5 Singapore General Hospital Pte Ltd

Singapore General Hospital is the largest hospital in Singapore, with 1,600 beds and a comprehensive range of more than 30 clinical specialties. The flagship of the public healthcare system, we ensure that Singaporeans have access to affordable quality care. Every year, about 1 million Singaporeans benefit from advanced medical care delivered by healthcare teams led by our 800 specialists.

If you aspire to be part of a dedicated, multi-disciplinary team that works together to improve our patients' lives, come join us.

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|--|---|--|--|
| Basic Care Assistant | <ul style="list-style-type: none"> Primary school education Able to understand and speak simple English | <ul style="list-style-type: none"> Provide basic nursing care activities to patients such as transferring and assisting them in their daily activities. Carry out basic housekeeping activities. | <ul style="list-style-type: none"> 5-days work week Mon to Fri: 8am - 1pm Singapore 169608 |
| Care Support Associate | <ul style="list-style-type: none"> GCE 'N' Level or WPLN Level 4 Ability to communicate in English, both spoken and written | <ul style="list-style-type: none"> Assist the healthcare team in various patient care activities such as basic hygiene care, wound dressing, blood sampling and assisting with nursing procedures. Handle ward administration such as patient's admission/discharge, patient's appointments and medical records and housekeeping duties as assigned. | <ul style="list-style-type: none"> 5-days work week 3 rotating shifts, including weekends and public holidays 1st shift: 8am - 4.35pm 2nd shift: 1pm - 9.35pm Night shift: 9pm - 7.30am Singapore 169608 |
| Health Care Attendant (Radiology) | <ul style="list-style-type: none"> Completed PSLE Able to read and understand simple English | <ul style="list-style-type: none"> Perform porter duties as well as basic housekeeping. Assist patients to change into robes for procedures. Transfer/ position patients in the room. Ensure that the procedure room is setup and ready for patients. | <ul style="list-style-type: none"> 5-days work week 2 rotating shifts, including weekend and public holidays 1st shift: 7.45am - 4.45pm 2nd shift: 12pm - 9pm Singapore 169608 |

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| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---|--|--|--|
| Instrument Technician Associate | <ul style="list-style-type: none"> National ITE Certificate in Mechanical Engineering, Precision Engineering or related fields | <ul style="list-style-type: none"> Provide sterile and serviceable surgical instruments and equipment. Involved in the decontamination, inspection, preparation, packaging, sterilization, storage and distribution of the sterile devices to operating theatres and procedural rooms. Involved in projects involving work-process improvements as you gain experience in the department. | <ul style="list-style-type: none"> 5-days work week 3 rotating shifts, including weekends and public holidays 1st shift: 8am - 4.35pm 2nd shift: 1pm - 9.35pm Night shift: 9pm - 7.30am Singapore 169608 |
| Operating Theatre Technical Associate | <ul style="list-style-type: none"> GCE O Levels/ NITEC/ Higher NITEC Candidates with WSQ / SSG Higher Cert in Healthcare (Nursing) in OT & SST will be an advantage | <ul style="list-style-type: none"> Setting up of Operating Theatre suites and basic equipment set-up to meet surgical list for the day. Daily cleaning of patient trolleys and floors in the operating rooms, as well as the preparation of operating theatre. Assist the surgical team in transferring and positioning patient onto the operating table, adjusting Operating Theatre lights when assigned. | <ul style="list-style-type: none"> 5-days work week 3 rotating shifts, including weekends and public holidays 1st shift: 7am - 4pm 2nd shift: 1pm - 9.30pm Night shift: 9pm - 7.30am Singapore 169608 |
| Senior / Patient Service Associate (Radiology / Specialist Outpatient Clinics) | <ul style="list-style-type: none"> GCE 'N/O/A' Levels / NITEC Diploma in any discipline will be recognised for senior positions Experience in customer service will be an advantage | <ul style="list-style-type: none"> Provide prompt and quality front-line services to patients, including the followings: Registration and scheduling of appointments for patients. Collecting payments from patients. Replying to emails from patients. Chaperon & assist doctors in consultation rooms. | <p>Radiology: 5-days work week, 2 rotating shifts, including weekend and public holidays</p> <p>1st shift: 7.45am to 4.45pm 2nd shift: 12pm to 9pm</p> <p>Specialist Outpatient Clinics: 5-days work week, Staggered Shift: 8am - 5pm /</p> |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---|---|--|---|
| | | | 8.30am - 5.30pm / 9am - 6pm / 10am - 7pm 1 Saturday (half day) every 4 weeks • Singapore 169608 |
| Senior / Patient Service Associate, Admissions Office | <ul style="list-style-type: none"> • Candidates with Diploma / Higher NITEC / NITEC / 'O' Levels are welcome to apply • Good interpersonal and communication skills • Proficient in Microsoft Office applications | <ul style="list-style-type: none"> • Register and verify patient information, explain the estimated charges and claims to allow the patient to select the appropriate ward type, and collect deposit payment. • Coordinate the admission process from pre-admission screening to patient arriving at the assigned ward through collaborating with doctors, inpatient wards, Specialist Outpatient Clinics, Bed Management, Business Office. • Provide administrative support at day surgery centres, such as tracing surgery consent forms, posting charges for billing, scheduling follow-up appointments. • Handle enquiries from patients and visitors. | <ul style="list-style-type: none"> • 5-days work week • 2 rotating shifts, including weekends and Public Holidays 1st shift: 6.30am - 2.30pm 2nd shift: 11.15am - 7.15pm • Singapore 169608 |
| Senior / Patient Service Associate, Patient Financial Services | <ul style="list-style-type: none"> • NITEC in any discipline • Diploma in any discipline • Prior work experience in customer service will be an advantage • Team Player with good interpersonal and communication skills • Customer-oriented and must be comfortable working with invoices and numbers | <ul style="list-style-type: none"> • You will provide accurate and timely processing of bills and charges, deposit, as well as financial counseling to all SGH patients. | <ul style="list-style-type: none"> • 5.5-days work week • Monday to Thursday: 8.30am to 5.45pm Friday: 8.30am - 5.30pm 1 Saturday every 4 weeks: 8.30am - 12.30pm • Singapore 169608 |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---|---|--|---|
| Senior / Patient Service Associate, Department of Emergency Medicine Operations | <ul style="list-style-type: none"> Diploma / Higher NITEC / NITEC / O levels are welcome to apply Experience in healthcare, hospitality or front-line customer service will be an advantage Good interpersonal and communication skills | <ul style="list-style-type: none"> Provide prompt and quality front-line services to patients in the Department of Emergency Medicine to support nurses in their patient care activities. Perform patient registration and admissions, scheduling of patients' appointments, and some limited patient care activities and orientation to patients and their relatives. | <ul style="list-style-type: none"> 6-days work week 3 rotating shifts, including weekends and public holidays Singapore 169608 |
| Senior / Patient Service Associate, General Enquiries (Call Centre & Telecommunications) | <ul style="list-style-type: none"> NITEC in any discipline Diploma in any discipline will be recognised for senior positions Excellent oral and written communication skills Proficient in Microsoft Office applications (i.e. Excel, Word, Powerpoint) | <ul style="list-style-type: none"> Support Call Centre Department in the answering and managing of calls, faxes and emails from members of the public, patients, staff from other government agencies and health institutions inclusive of internal staff pertaining to general enquiries and emergency activations with the highest service quality and operational standards. | <ul style="list-style-type: none"> 6-days work week 3 rotating shifts, including weekends and public holidays Singapore 169608 |
| Patient Service Ambassador, Clinical Network | <ul style="list-style-type: none"> Minimum GCE 'O' Levels with 1 year of working experience Diploma in any discipline with no working experience can be considered Proficient in Microsoft office (Word, Excel, PowerPoint) Caring and patient-oriented | <ul style="list-style-type: none"> You are responsible for providing primary care coordination and administrative support to facilitate care of patients. <p>The job includes but is not limited to the following:</p> <ul style="list-style-type: none"> Providing support to patients by helping to schedule appointments for ancillary services. Populating the Chronic Disease Registry (CDR), as well as updating and maintaining patient records. Tracking of patient's appointment and conditions. Providing assistance to Specialist Outpatient Clinic (SOC) clinicians in explaining available options for follow-up at primary care. Counselling and motivating patients in following up their care in primary care. | <ul style="list-style-type: none"> 5-days work week Mon to Thurs: 8.30am - 6pm Friday: 8.30am - 5.30pm Singapore 169608 |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|--|--|--|--|
| | | <ul style="list-style-type: none"> Gathering feedback and conducting patient satisfaction survey. | |
| Care Coordinator Associate (Community Nursing) | <ul style="list-style-type: none"> GCE 'O'/'N' level with 2 years of healthcare experience Fresh Diploma Graduates Good knowledge of IT skills Good team player, able to work independently and possesses initiative to complete tasks and projects assigned Possess pleasant disposition and good interpersonal skills | <ul style="list-style-type: none"> Assist the Community Nurse to coordinate all aspects of health and social care. Provide basic health monitoring, preventive health education, health and social care coordination for pre-frail and frail residents in the community. Perform basic data management for community nursing services. | <ul style="list-style-type: none"> 5-days work week Mon - Thurs: 8am - 5pm, Friday: 8am to 6pm Half-day Sat every 4 weeks Singapore 169608 |
| Patient Care Assistant | <ul style="list-style-type: none"> Minimum GCE 'O' Level and equivalent or A recognized Certificate in Health Care (Inpatient) WSQ Certificate in Healthcare Support (Nursing Care) Ability to communicate in English, both spoken and written | <ul style="list-style-type: none"> To provide basic nursing and patient care such as assisting in the preparation of patients undergoing procedures and the preparation of the imaging room and/or equipment, assisting radiographer and radiologist during procedures and communicating effectively with the patient and their relatives. To adhere to strict infection control measures and exercise standard precaution and good hand hygiene. To assist PSA in scheduling the imaging procedures and to advise both patients and the public on the necessary procedure preparation. To assist in maintaining the general cleanliness and upkeep of the assigned work area within the imaging facility. To assist in transferring patients to and from the imaging facility. | <ul style="list-style-type: none"> 5-days work week 2 rotating shifts (morning, afternoon), including weekends and public holidays Singapore 169608 |
| Therapy Assistant | <ul style="list-style-type: none"> GCE 'O' Levels Experience in a healthcare setting will be an added advantage | <ul style="list-style-type: none"> Assist the Therapists in the delivery of treatments. Include setting up of equipment, inventory control and administrative duties. | <ul style="list-style-type: none"> 5-days work week Mon to Fri: 8am - 5.15pm Saturday: |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---|--|--|--|
| | | | 8am - 1pm <ul style="list-style-type: none"> Singapore 169608 |
| Senior Associate Executive / Associate Executive (Lab Billing), Finance | <ul style="list-style-type: none"> NITEC in any discipline Diploma in Accountancy or equivalent with 2 years of experience Experience in a healthcare setting will be an advantage Meticulous, possess an analytical, inquisitive mind and a good team player Proficient in Microsoft Excel | <ul style="list-style-type: none"> Investigate and rectify errors or discrepancies with various laboratory departments to ensure accurate billing to customers. Liaise with System Vendor to ensure completeness of system interface of billable test data for accurate billing. Perform reconciliation on the test count quantity to ensure completeness in billing and data processing. Ensure accurate and timely payment posting in the relevant systems. Support as one of the main point of contact to external customers in addressing invoice queries and payment follow-up. Support the preparation of data statistics as required by organization's operational needs (e.g. overall workload volume, billing leakage amount, etc.). Assists in other projects or tasks as assigned by supervisors, targeted towards achieving SGH's priorities. | <ul style="list-style-type: none"> 5-days work week Mon to Thurs: 8.30am - 6pm Friday: 8.30am - 5.30pm Singapore 169608 |
| Senior Associate Executive / Associate Executive (Budget & Fixed Asset), Finance | <ul style="list-style-type: none"> NITEC in any discipline Diploma in Accountancy or equivalent with 2 years of experience Experience in a healthcare setting will be an advantage Meticulous, possess an analytical, inquisitive mind and a good team player Proficient in Microsoft Excel | <ul style="list-style-type: none"> Responsible for the accurate and timely claims and actualisation of MOH-funded projects. Investigate and rectify errors or discrepancies with stakeholders and project managers to ensure timely and accurate billings and information. Responsible for the Fixed Asset function in the maintenance of the Fixed Assets related and/or control accounts and involve in month-end closing activities. Assist in Fixed Asset Verification exercise. | <ul style="list-style-type: none"> 5-days work week Mon to Thurs: 8.30am - 6pm Friday: 8.30am - 5.30pm Singapore 169608 |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|--|--|--|--|
| | | <ul style="list-style-type: none"> • Prepare schedules and financial reports on Fixed Assets • Assists in other projects or tasks as assigned by supervisors, targeted towards achieving SGH's priorities. | |
| Senior / Associate Executive, Post Graduate Allied Health Institute (PGAHI) | <ul style="list-style-type: none"> • Diploma in any discipline with at least 1 to 2 years relevant work experience • Good communication, inter-personal and service skills • Motivated driven, organised, meticulous and detail oriented • Good work attitude and good team player • Able to work in a fast-paced environment. • Proficient in Microsoft Office applications | <ul style="list-style-type: none"> • You will provide administrative support to the Assistant/Senior/Manager/Assistant Director and Executives of the Institute in the day-to-day operations, as well as planning and implementing PGAHI's initiatives and programmes. • General job duties: • Provide administrative support in the Institute's routine operations in areas such as inventory (including stock taking and purchasing), venue bookings, etc. • Provide administrative and logistic support, e.g. for major events and initiatives. • Coordinate appropriate record keeping of training information and statistics as well as the maintenance and updating of the Institute's databases. • Undertake greater responsibility of providing key administrative support in the institute's operations. • Assume key roles in the planning and implementation of events/projects/initiatives. • Plan, organise and implement PGAHI training programmes beyond providing administrative support to PGAHI programmes for Allied Health Professionals in SGH and the broader local healthcare community. • Serve and maintain as the key liaison with local and overseas partners and participants. • Manage budgeting of training programmes with adherence to | <ul style="list-style-type: none"> • 5-days work week • Mon to Thurs: 8.30am - 6pm Friday: 8.30am - 5.30pm • Singapore 169608 |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---|---|---|--|
| | | <p>organisation's financial processes.</p> <ul style="list-style-type: none"> Support the implementation of the Institute's marketing strategies and initiatives. Any other responsibilities that may be assigned by supervisor. | |
| Pharmacy Assistant | <ul style="list-style-type: none"> Minimum GCE 'O' Level credits in English, Mathematics and Science / GCE 'A' Level / Diploma in any discipline Prior experience in healthcare, hospitality or customer service will be an advantage Team player with good interpersonal and communication skills | <ul style="list-style-type: none"> You will assist and support Pharmacy operations in the supply of medication to patients and in the management and distribution of drug stock. | <ul style="list-style-type: none"> 5-days work week Monday to Friday, There are two timings: <ul style="list-style-type: none"> (i) 8.30am - 6pm, (ii) 8.30am - 5.30pm Saturday: 8.30am - 1pm Sunday/PH - They may be requested to work overtime if needed, though not mandatory. Singapore 169608 |
| Pharmacy Technician | <ul style="list-style-type: none"> Diploma in Pharmaceutical Sciences, OR GCE A/O/N level with a Certificate in Pharmacy Technician course conducted by Pharmaceutical Society of Singapore Service oriented with good interpersonal and communication skills. | <ul style="list-style-type: none"> You will be involved in stock management, manufacturing/aseptic dispensing work, prescription order processing, drug dispensing and distribution, to support the Pharmacy Technician Supervisor and/or Pharmacist in the provision of pharmaceutical care, through ensuring safe, accurate and timely distribution of pharmaceutical supplies to patients and healthcare providers. | <ul style="list-style-type: none"> 5-days work week Monday to Friday (There are two timings: <ul style="list-style-type: none"> (i) 8.30am - 6pm, (ii) 8.30am - 5.30pm) Saturday: 8.30am - 1pm Sunday/PH - They may be requested to work overtime if needed, though not mandatory Singapore 169608 |
| Senior Clinical Coder / Clinical Coder | <ul style="list-style-type: none"> Diploma in Nursing Certificate in ICD-10-AM Coding would be an advantage | You will be responsible for the accurate and timely abstracting and coding of diagnoses and procedures | <ul style="list-style-type: none"> 5-days work week Mon to Thurs: 8.30am - 6pm |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|--|--|--|--|
| | | <p>for retrieval, research and reimbursement purposes.</p> <p>Your job role will include but not be limited to the following:</p> <ul style="list-style-type: none"> • Abstracting of complete and accurate, diagnoses and procedures after a thorough review of the entire inpatient records and assign appropriate ICD-10- AM Codes. • Communicating effectively with health care professionals to clarify any incomplete or ambiguous documentation. • Optimising coding through output and quality coding. • Participating in continuing education and training of new coders. • Ensuring achievement of coding standards. | <p>Friday: 8.30am - 5.30pm</p> <ul style="list-style-type: none"> • Singapore 169608 |
| Senior / Associate Wellbeing Coordinator (WBC), PHICO Community Integration | <ul style="list-style-type: none"> • Local Diploma in healthcare or non-healthcare related studies OR • Higher NITEC / NITEC with minimally 2 years of relevant experience • Good verbal and written communication skills • Operational experience in and knowledge of health, social and community care sectors preferred | <ul style="list-style-type: none"> • Your job includes but is not limited to the following: • Monitor residents' wellbeing and care plan through regular check-ins. • Coordinate health and social care by liaising with various stakeholders within the integrated community care team. • Implement changes to care plans developed with residents, in consultation with SAWBCs/ WBCs. • Maintain updated documentation of care plan, post-intervention follow-ups, and engagements with resident's and/or caregivers. • Assist in screening residents for health and/or social care needs such as administering physical & functional ability tests, basic vital sign measurements, simple questionnaires to understand residents' financial situation, screening residents' home environment and etc. | <ul style="list-style-type: none"> • 5-days work week • Mon - Thurs: 8am to 5pm Friday: 8am to 6pm • Half-day Sat every 4 weeks • Singapore 169608 |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---------------|----------------|---|--------------------------|
| | | <ul style="list-style-type: none">• Share information on suitable community resources and services for residents to rely on.• Support team with community outreach and engagement efforts. | |

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#6 SingHealth Community Hospitals

SingHealth Community Hospitals (SCH) comprises of Sengkang Community Hospital and Outram Community Hospital. Being Singapore's only cluster of community hospitals allows us to shape the way we deliver person-centred care to patients.

Our community hospitals are poised to set standards in care, exchange best practices and strengthen collaborations with our healthcare and community partners.

We provide medical, nursing and rehabilitation services, with emphasis on rehabilitation to get the patients well enough to return to the community.

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|-------------------------------------|--|---|--|
| Patient Experience Associate | <ul style="list-style-type: none"> Minimum GCE 'N/O/A' levels with 4 years of general working experience Strong interpersonal and communication skills. A good team player with the ability to work and collaborate well with colleagues across all levels Passion to care for people and strong ability to empathize with patients from all walks of life | <ul style="list-style-type: none"> The jobholder will assist the healthcare team in providing basic caregiving activities and engagement to patients to ensure comfort and patient safety under the supervision of trained nurses. He/she aims to establish positive rapport with patients to improve the patients' hospital experiences and to deliver psycho-social care for patients. | <ul style="list-style-type: none"> 5-days work week 2 rotating shift in the morning and afternoon, currently PEA is on 42 hours per week (Monday to Friday). Singapore 168582 |
| Patient Service Associate | <ul style="list-style-type: none"> Minimum GCE 'N' / 'O' / 'A' Levels or its equivalent Proficient in computer skills Has a pleasant disposition with the ability to provide good customer service | <ul style="list-style-type: none"> You will co-ordinate and perform clerical and support functions in the assigned ward, such as handling the medical records and taking charge of the bed assignment and census update. You will ensure that patients are able to discharge promptly, as well as participate in any other duties that contribute to the smooth operations of the ward. | <ul style="list-style-type: none"> 5-days work week 42 hours per week (need to cover 1 full Saturday once a month) Singapore 168582 |
| Patient Care Assistant | <ul style="list-style-type: none"> Minimum GCE 'N' / 'O' / 'A' Level or its equivalent A recognized Certificate in Health Care (Inpatient) Passion to serve the community | <ul style="list-style-type: none"> As a valuable member of the SCH family, you are an integral part of the care team for rehab and sub-acute patients. You will assist the nursing staff in administrative duties, basic nursing care and infection control practices for an assigned | <ul style="list-style-type: none"> 5-days work week 3 rotating shifts including weekends and Public Holidays Singapore 168582 |

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| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|--|---|---|--|
| | | group of patients. You will perform housekeeping duties, which includes ensuring a clean and tidy ward environment, as well as the maintenance of the ward inventory. | |
| Therapy Assistant | <ul style="list-style-type: none"> Minimum GCE 'N' / 'O' / 'A' Levels or its equivalent, preferably with Recognised Certificate in Therapy Services Experience as a Therapy Assistant in relevant clinical settings will be an advantage Able to work well independently and in groups | <ul style="list-style-type: none"> You will be responsible for assisting therapists in all activities of therapy treatment to ensure safe patient handling and care. You will contribute to the smooth operation of the department. | <ul style="list-style-type: none"> 5-days work week 42 hours per week (half day Saturday once every 4 weeks) Singapore 168582 |
| Social Work Assistant | <ul style="list-style-type: none"> Diploma Holders (preferably in Community Services or Human Services) with 4 years of relevant experience | <ul style="list-style-type: none"> You will work closely with the Medical Social Workers (MSW) in conducting home visits, to obtain collateral information and ascertain the patient's home physical and familial environment. You will assist MSWs in the interviews and assessments of patients and their family members for appropriate service referrals. In addition, you will need to register all referrals received by the department, conduct intake interviews for MSWs and perform means-testing for patients seeking subsidies for community hospital services, as stipulated by the Ministry of Health. | <ul style="list-style-type: none"> 5-days work week 42 hours per week (half day Saturday once every 4 weeks) Singapore 168582 |
| Billing Officer (Senior / Associate) | <ul style="list-style-type: none"> Higher NITEC / NITEC / GCE N / O / A level with 2 years' working experience preferably in the Billing function within the Finance department A team player, resourceful, self- | <ul style="list-style-type: none"> You will be responsible for the timely orders of non-stock rehab and nursing items to vendor and receipt of goods process by wards. You will ensure timely and accurate charging of all goods issued to patient bills. You will ensure timely and accurate inpatient billing and claims to | <ul style="list-style-type: none"> 5-days work week 42 hours per week Singapore 168582 |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---------------|--|--|--------------------------|
| | <p>motivated and able to work independently</p> <ul style="list-style-type: none">• Have a genuine interest in customer service and able to respond to enquiries and feedback from patients/next-of-kins in a courteous and professional manner• Demonstrates good interpersonal and effective communication skills | <p>third party payers. You will participate in quality improvement activities. You will also provide administrative support to the Finance department and assist Chief Financial Officer in administrative duties.</p> | |

#7 Tan Tock Seng Hospital

Tan Tock Seng Hospital (TTSH) is one of the longest serving and largest multi-disciplinary hospitals in Singapore. Recognised as the people's hospital, the 10,000-strong institution operates over 2,000 beds and covers more than 60 clinical disciplines. It anchors the 17-hectare HealthCity Novena, a strategic development to create an integrated community of healthcare, medical education and translational research.

The flagship hospital of the National Healthcare Group, TTSH plays a pivotal role in creating new models of care and adding years of healthy life to the people of Singapore.

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|---|---|--|---|
| Patient Service Associate (Specialist Outpatient Clinic) | <ul style="list-style-type: none"> • Possess good customer service and people skills • Able to communicate to people at all levels • Able to work in a fast-paced and dynamic environment • Proficient in computer applications | <ul style="list-style-type: none"> • Handle registration of patients' visits. • Appointment scheduling • Collection of payment and provide financial counseling, when necessary. • Handle patients' medical records. • Assist doctors with patient's medical reviews in the consultation rooms. | <ul style="list-style-type: none"> • 5.5-days work week • Mon to Fri: 8am - 5pm / 8.30am - 5.30pm / 9am - 6pm • Saturday: 8am - 12pm / 8.30am - 12.30pm / 9am - 1pm (working hours will be aligned to the operating hours of the clinic) • Singapore 308433 |
| Patient Service Associate (Inpatient Wards) | <ul style="list-style-type: none"> • Possess good customer service and people skills • Able to communicate to people at all levels • Able to work in a fast-paced and dynamic environment • Proficient in computer applications | <ul style="list-style-type: none"> • Handle and facilitate the admission and discharge of patient's visit. • Appointment scheduling. • Administration of patient's records. | <ul style="list-style-type: none"> • 5-days work week • 2 rotating shifts, including weekend and public holidays • Inpatient PSA (1hr break) 8am - 5pm 12am - 9pm • Singapore 308433 |
| Patient Service Associate (Emergency Department) | <ul style="list-style-type: none"> • Possess good customer service and people skills • Able to communicate to people at all levels | <ul style="list-style-type: none"> • Handle registration of patients' visits. • Appointment scheduling (handling both inbound and outbound calls and emails). • Billing and payment | <ul style="list-style-type: none"> • 6-days work week, • 3 rotating shifts, including weekends and |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|--|--|--|--|
| | <ul style="list-style-type: none"> • Able to work in a highly stressful and dynamic environment • Proficient in computer applications | <ul style="list-style-type: none"> • Observation wards monitoring: prepare the necessary medical documents for doctors' review. • Coordinate the admission and discharge of patients. • Perform swab tests for patients. | <p>public holidays (40hrs per week)</p> <p>ED PSA 7am - 3pm / 3pm - 10pm / 10pm - 8am</p> <ul style="list-style-type: none"> • Singapore 308433 |
| Patient Service Associate (Financial Counselling) | <ul style="list-style-type: none"> • Diploma in any discipline/ GCE 'A'/'O' Level / Higher NITEC / NITEC in any disciplines • Preferably with frontline/customer services experience • Proficient in MS Excel • Able to work in a fast-paced environment and able to multi-task. • Might need to don PPE (Personal Protective Equipment) and N95 mask when the situation calls for the need to. • Must be able to perform 3 rotating shifts on a 6-day week including weekends and public holidays. • Willing to work in the Emergency Department and Ward areas. | <ul style="list-style-type: none"> • You will be required to perform the multiple tasks of patient registration, deposit collection and provide financial counselling. You will also be handling decant transfers of patients to other hospitals and other ad hoc administrative matters relating to patients' admission. | <ul style="list-style-type: none"> • 6-days work week • 3 rotating shifts, including weekends and public holidays • Singapore 308433 |
| Assistant Technician (Operating Theatre) | <ul style="list-style-type: none"> • Able to write and speak simple English • Able to carry heavy load / items • Not blood phobia • Able to perform 3 rotating shifts (6-Day Work, Rotating Off) | <ul style="list-style-type: none"> • You will prepare the operating room and equipment for surgical procedures as well as assist in patient care in the theatre. You will perform portering, housekeeping, dispatching duties, including maintaining and replenishing of Operating Theatre supplies. | <ul style="list-style-type: none"> • 6 days work week • 3 rotating shifts, including weekends and public holidays • Singapore 308433 |

#8 Yishun Health (Alexandra Health Pte Ltd)

Yishun Health Campus is a network of medical institutions and health facilities of the National Healthcare Group in the north of Singapore. It comprises Admiralty Medical Centre, Khoo Teck Puat Hospital and Yishun Community Hospital.

With innovation in our corporate DNA and an international award-winning Global Workplace Healthcare programme for our staff, there are many valuable opportunities for you to grow with us. Take up one of these roles to redefine care with us, the Yishun Health way!

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|------------------------------|--|---|---|
| Social Work Assistant | <ul style="list-style-type: none"> Diploma in Social Sciences / Social Work / Applied Psychology 2 to 3 years of relevant experience in local social or community work setting | <ul style="list-style-type: none"> You will support the Medical Social Workers in an acute setting by conducting basic screening and triaging. You will also perform frontline counter duties on a rotation basis, provide financial counselling to patients & assess their financial situation. Other responsibilities include assisting in casework and discharge care planning for patients, fieldwork and home visits, administering various subsidies and claims such as Medifund, IDAPE, Eldersfield, MFEC, PA, and other financial and social assistance. | <ul style="list-style-type: none"> 5-days work week 42 hours per week Singapore 768828 |
| Pharmacy Technician | <ul style="list-style-type: none"> Diploma in Pharmaceutical Science or a Certificate in Pharmacy Technician Course 2 weekends off per month and able to commit to shifts. Training opportunities available for upgrading | <ul style="list-style-type: none"> You will be involved in the processing of prescriptions, dispensing and inventory management. We are looking for individuals who has the aspiration to learn and grow with the organisation. | <ul style="list-style-type: none"> 5-days work week 42 hours per week Singapore 768828 |
| Pharmacy Assistant | <ul style="list-style-type: none"> Preferably at least a Diploma in healthcare related studies Pleasant disposition and service-oriented 5 days alternate weekends | <ul style="list-style-type: none"> You will assist the Pharmacists in the processing of medication orders for inpatient and outpatient dispensing. The job scope includes typing, labelling and distribution of drug supplies to the wards and other departments within the Hospital. | <ul style="list-style-type: none"> 5-days work week 42 hours per week Singapore 768828 |

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| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|--|---|--|---|
| Therapy Assistant | <ul style="list-style-type: none"> • Preferably with relevant experience in healthcare • Preferably with HMI/ITE certification for therapy assistant | <ul style="list-style-type: none"> • A therapy assistant will assist the therapists in the areas of preparation for therapy session, implementation of therapy as instructed by therapist, supervision of patient and maintenance of rehabilitation equipment. | <ul style="list-style-type: none"> • 5-days work week • 42 hours per week • Singapore 768828 |
| Patient Service Associate | <ul style="list-style-type: none"> • Good communication and interpersonal skills • Working knowledge of computer • Relevant work experience preferred | <ul style="list-style-type: none"> • The Patient Service Associate will perform service assistance to patients which includes but is not limited to registrations, collection of payments, scheduling of appointments and other administrative duties. You will be redeployed to various Operations teams depending on operation requirements. Should be able to cover counter and room duties. | <ul style="list-style-type: none"> • 5-days work week • 42 hours per week • Singapore 768828 |
| Patient Service Associate Executive | <ul style="list-style-type: none"> • Good communication and interpersonal skills • Minimum one year experience as Team Leader • Minimum two years working experience will be an advantage • Working knowledge of computer | <ul style="list-style-type: none"> • The Patient Service Associate Executive is responsible for providing assistance to patients which includes (but not limited to) reception duties, registration, admissions, payment collections and other administrative duties in the Emergency Department. To ensure Patient's information is up-to-date and accurate. To be in compliance with the personal data protection act (PDPA). | <ul style="list-style-type: none"> • 5-days work week • 42 hours per week • Singapore 768828 |
| Senior Triage Specialist | <ul style="list-style-type: none"> • Minimum 2 years clinical experience • Communicate in English and mother tongue language fluently. Able to speak third language is an advantage • Typing Skills (Speed not less than 30words/min) • Proficient in computer navigation and administrative skills | <ul style="list-style-type: none"> • To plan and manages the triage activities. Follow processes in accordance with organizational standards to ensure correct sitting, accuracy and operational effectiveness. Provide clinical advice. | <ul style="list-style-type: none"> • 5-days work week • 42 hours per week • Singapore 768828 |

| Job Positions | Pre-requisites | Key Responsibilities | Working Hours / Location |
|-----------------------|--|---|---|
| Enrolled Nurse | <ul style="list-style-type: none"> • Hold a valid registration with the Singapore Nursing Board • Possess a NITEC in Nursing • Candidates with acute hospital experience is an advantage • Able to work 3-rotating shifts and on weekends and public holidays • Fresh graduates are welcome too | <ul style="list-style-type: none"> • As an Enrolled Nurse, you will Join a team of well-trained professional staff to administer personalised and quality person-centered care in nursing area e.g. inpatient wards. In additional, you will provide professional nursing care, educate patients and their family and perform related duties as required. | <ul style="list-style-type: none"> • 5-days work week • 42 hours per week • Singapore 768828 |
| Staff Nurse | <ul style="list-style-type: none"> • Hold a valid registration with the Singapore Nursing Board • Possess a Diploma/Degree in Nursing • Candidates with acute hospital experience is an advantage • Able to work 3-rotating shifts and on weekends and public holidays | <p>As a Staff Nurse, you will Join a team of well-trained professional staff to administer personalised and quality person-centered care in nursing areas e.g. inpatient wards. You will also perform the following task:</p> <ul style="list-style-type: none"> • Provide professional nursing care, educate patients and their family and perform related duties as required. • Supervise and coach a team of nurses to provide optimal care and service to patients. | <ul style="list-style-type: none"> • 5-days work week • 42 hours per week • Singapore 768828 |

#9 e2i services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

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 Career Centre
(Devan Nair Institute for Employment and Employability)**

80 Jurong East St 21,
Level 2, Singapore 609607

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(One Marina Boulevard)**

1 Marina Boulevard, #B1-03,
Singapore 018989

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Our Tampines Hub)**

ServiceSG Centre Our Tampines Hub,
1 Tampines Walk, #01-21,
Singapore 528523

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Woodlands Civic Centre)**

ServiceSG Centre Woodlands*,
900 South Woodlands Drive,
#03-01 Woodlands Civic Centre,
Singapore 730900

**Operational from Q4 2024 onwards*

Or make an appointment at any of our 23 Jobs & Skills Centres located island wide:

<https://www.e2i.com.sg/locations/#SGUJSC>

NTUC Job Security Council's Telegram Channels

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

Subscribe to **PMET Job-Alert**

(e.g. Analysts, Engineers, Executives, Technicians etc)

<https://bit.ly/jsc-ja-pmet>



Subscribe to Non-**PMET Job-Alert**

(e.g. Temporary, Part-time jobs, Operators, Packer roles)

<https://bit.ly/jsc-ja-nonpmet>

