



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 – LENTOR HEALTH JOB LISTING BOOKLET

6 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.

Lentor Health

The Lentor Health Group is rapidly expanding and will be operating 1,300 beds in 5 nursing homes & 3 senior care centres located across Singapore.

We are accredited by Singapore Nursing Board as a Clinical Education Centre. Our care team consists of SNB recognised Clinical Instructors and ITE trained OJT trainers. Training is integral in providing quality care for our residents and clients. We provide a comprehensive continuous training program for our care staff as they continue to grow with us.

Join us with a mission, create a home of choice with professional care from the heart.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Community Care Associate	<ul style="list-style-type: none"> • Understand basic English. • Multilingual an added advantage. • Physically fit, able to push wheelchair and assist with transferring of elderly. • Love to care for the elderly. • Patience & proactive 	<ul style="list-style-type: none"> • Basic nursing care: <ol style="list-style-type: none"> a. Monitor vital signs. b. Prepare meals, milk / drinks. c. Meal feeding / NGT feeding. d. Assist to feed oral medicine. e. Shower/ Bed sponging. f. Personal Hygiene. g. Bed-making (arranging bedsheets) h. Changing diaper/assist toileting i. Transferring / positioning • Conduct activities and basic exercise. • Assist physiotherapist / occupational therapy with rehabilitation program. • Accompany / Escort elderly for medical / social appointment and outing. 	<ul style="list-style-type: none"> • 5.5-days work week • Mon to Fri & alternate Sat: 7.30am to 4.30pm, or 8am to 5pm • 2 Macpherson Walk, Singapore 369573
Day Care Assistant	<ul style="list-style-type: none"> • Understand basic English. • Multilingual an added advantage. • Physically fit, able to push wheelchair. • Love to care for the elderly. • Patience & proactive. 	<ul style="list-style-type: none"> • Monitor vital signs. • Feeding. • Basic hygiene care. • Wash cups & cutlery. • Diaper changing & assist with toileting. • Conduct activities and basic exercise. 	<ul style="list-style-type: none"> • 5.5-days work week • Mon to Fri & alternate Sat: 7.30am to 4.30pm, or 8am to 5pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • 2 Macpherson Walk, Singapore 369573
Home Care Staff Nurse	<ul style="list-style-type: none"> • Diploma / Degree in Nursing • RN full registration with the Singapore Nursing Board 	<ul style="list-style-type: none"> • Comply with MOH & SNB standards of nursing practices. • Provide care delivery and nursing interventions to home care clients. • Conduct assessments of new Home Care clients. • Clinical documentation. • Administer medications. 	<ul style="list-style-type: none"> • 5-days work week • Mon to Fri & alternate Sat: 7.30am to 4.30pm, or 8am to 5pm • 2 Macpherson Walk, Singapore 369573
Therapy Assistant	<ul style="list-style-type: none"> • Therapy Support Certificate 	<ul style="list-style-type: none"> • Assist therapists to deliver therapy exercise according to care plan. • Supervise the elderly in practicing activities of daily living. • Facilitate small group activities and conduct bedside therapy exercise. • Maintain, clean and sterilize rehabilitation equipment. • Ensure safety of the elderly during rehabilitation sessions. • Administrative duties. 	<ul style="list-style-type: none"> • 5.5-days work week • Mon to Fri & alternate Sat: 8.30am to 5.30pm • 2 Macpherson Walk, Singapore 369573
Nursing Admin Assistant	<ul style="list-style-type: none"> • GCE 'O' Level 	<ul style="list-style-type: none"> • Support and assist Nurse Manager and nursing team in the daily administrative duties. • Prepare and process new admissions. • Collate and compile Clinical Quality Indicators & data. • Writing minutes for nursing meetings. • Upkeep of SOP. • Coordination of Outpatient appointments for Nursing Home residents. • Collating of training records for staff. 	<ul style="list-style-type: none"> • 5-days work week • 9am to 6pm • 2 Macpherson Walk, Singapore 369573

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Upkeep and collation of Vaccination records for residents and staff. • Collation and upkeep of residents database for ACP/PPC. • Coordination of Vaccination Exercise for staff and residents. • Management of medical supplies inventory & distribution. 	
Front Desk Officer	<ul style="list-style-type: none"> • GCE 'N' Level • Basic English • Good communication skills 	<ul style="list-style-type: none"> • Assist visitors, volunteers, and family members with any queries and direction finding. • Issue & control visitors' pass for access to the building. • Provide updated information to the public and potential clients pertaining to our services, program, and prices. • Assist family members of nursing home and senior care centre on any administrative matters. • Manage all contractors and vendors, ensure that they are registered at the reception counter and direct them to the service lifts. • Assist Security Officer during peak traffic hours to man the drop off point and direct drivers to the appropriate parking lots. 	<ul style="list-style-type: none"> • 5.5-days work week • 8am to 5pm • 2 Macpherson Walk, Singapore 369573
Staff Nurse	<ul style="list-style-type: none"> • Diploma / Degree in Nursing • Full registration with the Singapore Nursing Board 	<ul style="list-style-type: none"> • Comply with MOH & SNB standards of nursing practices. • Provide care delivery and nursing interventions. • Conduct admissions assessments. • Clinical documentation. • Administer medications. 	<ul style="list-style-type: none"> • 5.5-days work week • Shift work. • 2 Macpherson Walk, Singapore 369573

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Enrolled Nurse	<ul style="list-style-type: none"> • Nitec in Nursing • Full registration with the Singapore Nursing Board. 	<ul style="list-style-type: none"> • Provide quality nursing care with compliance to approved standards of nursing practices. • Assist SN in new admission assessment and orientation. • Carry out nursing rounds with the SN. • Assist SN in ensuring residents take their medicines. • Initiate activities as first responder at emergency situations; alerts and supports the SN. • Organize and send residents for appropriate therapy as prescribed. • Coordinate residents' medical check-ups & arrange transport. • Maintain accurate documentation of care given. 	<ul style="list-style-type: none"> • 5.5-days work week. • Shift work. • 2 Macpherson Walk, Singapore 369573

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