

# JOB OPPORTUNITIES

To help members during this difficult period who may be seeking job opportunities, we invite business owners, employers and hiring managers to announce job vacancies in our Wesley Weekly.

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## Position: Care Staff

**Name of Company:** St Luke's ElderCare Ltd

**Details of Contact Person:** Email: [joselynchan@slec.org.sg](mailto:joselynchan@slec.org.sg)

### Job Description/Scope:

Key responsibilities include:

- Conducting daily visual check on the clients' health conditions and well-being
- Receiving clients upon their arrival at the centre and during the departure sent-off to the waiting vehicle
- Supervising clients to carry out their routine rehabilitation, therapy, and diversional activities
- Plan, design and lead diversional activities
- Lead or support daily exercises and activities prescribed by the rehabilitation team
- Serve meals including tea/ coffee breaks to clients and may require feeding clients
- Assisting elderly to the restrooms. Ensuring the cleanliness of the centre at all times and carry out the necessary cleaning daily

### Job Requirements:

- Min Secondary Education
- Willingness and patience in serving the elderly clients
- Prior experience in caregiving duties in Hospitals; Nursing Homes or individual parents would be advantageous
- Candidate who are keen on a career switch would be considered
- Singaporean only

**Remuneration:** Up to S\$2,500

**Date Posted:** 19 March 2021

## Position: Supervisor

**Name of Company:** St Luke's ElderCare Ltd

**Details of Contact Person:** Email: [joselynchan@slec.org.sg](mailto:joselynchan@slec.org.sg)

### Job Description/Scope:

#### Supervision

- Implement and supervise daily activities and programmes, such that they are conducted according to plan provided by the Centre Manager and Physiotherapy team
- Supervise and mentor care staff to provide appropriate and quality care for clients and facilitate smooth running of the centre

#### Client Care

- To supervise and perform daily routine duties such as meals preparation, serving of meals, preparing clients for activities, conducting activities and exercises, general physical examination, toileting, disposal of waste, cleaning duties and other centre duties
- Assist Centre Manager to assign and supervise care staff to carry out respective duties related to physiotherapy and day care programmes
- Be conversant with individual client care plan and management
- Plan and maintain records of services provided at the centre
- Conduct and assist the Centre Manager to arrange for health skills training for clients and caregivers.

#### Volunteer Management

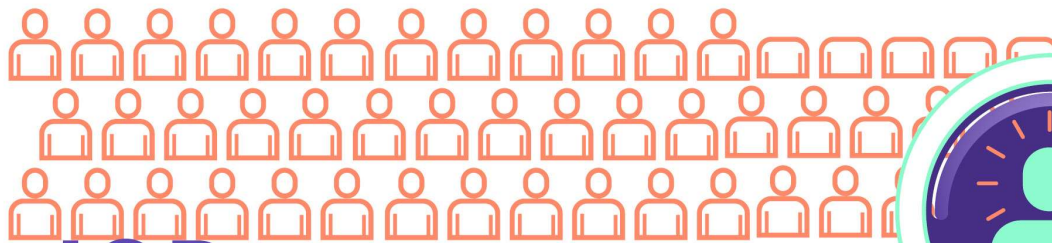
- Provide appropriate training for volunteers enrolled at the centre
- Assist the Centre Manager coordinate and supervise services of volunteers

### Job Requirements:

- Passion with elderly, independent, people-orientated proficient in MS office.
- At least 5 years of experience in supervisory role.
- Candidate with healthcare experience will be an advantage

**Remuneration:** Up to S\$3,500

**Date Posted:** 19 March 2021



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## Position: Assistant/ Centre Manager

**Name of Company:** St Luke's ElderCare Ltd

**Details of Contact Person:** Email: [josephynchan@slec.org.sg](mailto:josephynchan@slec.org.sg)

**Job Description/Scope:**

Key responsibilities include:

- Train and manage the work responsibilities and performance of the Nursing-Care and Multi-Skilled Care Staff
- Plan the annual operations budget for the Centre
- Recruit and maintain a list of volunteers, and coordinate their areas of contributions
- Ensure the Centre's essential facilities are in good working conditions and ensure that all scheduled servicing is carried out by the contractors or service providers
- Provide feedback of staff, clients and volunteers to the management and follow-up on instructions /decisions made by the management

**Job Requirements:**

- Candidate must possess at least Bachelor's Degree/Post Graduate Diploma/Professional Degree in any field
- At least 5 Year(s) of working experience in the related field is required for this position
- Required Skill(s): management, supervisory
- Preferably Manager specialised in Social & Counselling Service or equivalent
- Singaporeans only

**Remuneration:** Negotiable

**Date Posted:** 19 March 2021

## Position: Various Positions

**Name of Company:** St Luke's ElderCare Ltd

**Details of Contact Person:** Email: [hr@stluke.org.sg](mailto:hr@stluke.org.sg). Visit this URL for more information: [www.stluke.org.sg](http://www.stluke.org.sg).

- Medical Officer
- Nurse Manager
- IT Manager
- Manager/Assistant Manager (Academy/Wound Centre)
- Adult Learning Educator
- Senior Occupational Therapist
- Staff Nurses (Inpatient)
- Chaplain/Pastoral Counsellor
- Senior Data Analyst/Data Analyst (2-year contract)
- Senior Pharmacy Technician
- Enrolled Nurses (Inpatient)
- Phlebotomist (Part-time)
- Outpatient Services Associate
- Patient Care Assistant (Inpatient)

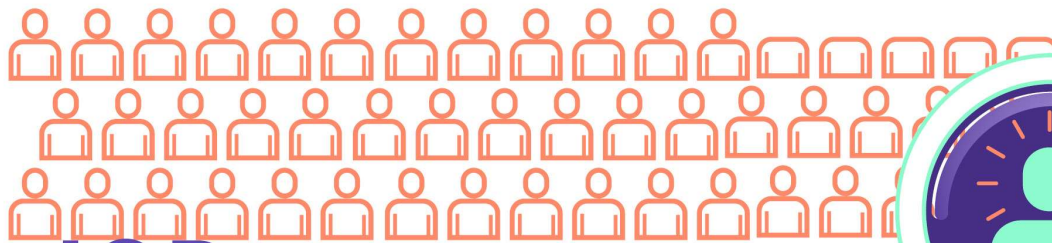
Interested applicants are requested to submit their application together with a detailed resume indicating current and expected salary to:

Director, Human Resource and Admin  
St Luke's Hospital  
2 Bukit Batok Street 11  
Singapore 659674  
Fax No : 65618205

(We regret that only shortlisted candidates will be notified.)

For further queries on these job vacancies, please reach out to Ms Amanda Shen at [amandashen@stluke.org.sg](mailto:amandashen@stluke.org.sg).

**Date Posted:** 2 March 2021



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## Position: Therapist Aide

**Name of Company:** St Luke's ElderCare Ltd

**Details of Contact Person:** Email: [joselynchan@slec.org.sg](mailto:joselynchan@slec.org.sg)

**Job Description/Scope:**

Key responsibilities include:

- Assist Therapist to implement therapy programs and conduct group therapy.
- Assist Therapist to monitor and record client's
- Provide feedback on client's progress to Therapist.
- Practice infection control measures to ensure the equipment cleanliness and premise hygiene.
- Assist in providing a safe and supportive environment.
- Participate in community activities as assigned by PT

**Job Requirements:**

- Certificate in Therapy Services (HMI/CSM Institutes)
- WSQ Certification in Therapy Support
- Diploma of relevance e.g. Dip in Healthcare Management and Promotion
- 'O' level pass

**Remuneration:** Up to S\$2,500

**Date Posted:** 14 July 2021

## Position: Speech Therapist

**Name of Company:** St Luke's ElderCare Ltd

**Details of Contact Person:** Email: [joselynchan@slec.org.sg](mailto:joselynchan@slec.org.sg)

**Job Description/Scope:**

Key responsibilities include:

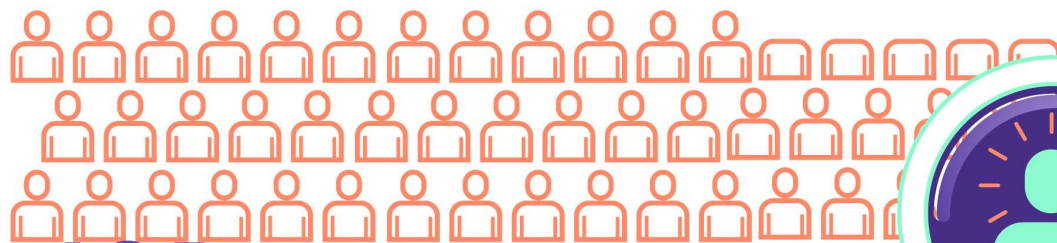
- Assessment & intervention of dysphagia (swallowing impairment) and communication disorder
- Interventions for dysphagia and communication disorder (e.g. weaning off nasogastric tube, speech training)
- Advisory role to kitchen / dietitian / other staff on food consistency
- Involved in service development and quality improvement projects
- Training of staff and caregivers on swallowing precautions
- Health talks to the public
- Other tasks and responsibilities as assigned by the Reporting Officer
- Assessment kitchen staff competency and knowledge
- Assessment of menu
- Assessment of food consistencies and textures
- Audit of food consistencies and textures

**Job Requirements:**

- Minimally possess a Bachelors degree in Speech and Language
- Currently licensed with AHP
- ILTC and experience in eldercare will be a benefit
- Good communication skills and teamwork

**Remuneration:** Depends on experience

**Date Posted:** 14 July 2021



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## Position: Occupational Therapist

**Name of Company:** St Luke's ElderCare Ltd

**Details of Contact Person:** Email: [josephynchan@slec.org.sg](mailto:josephynchan@slec.org.sg)

**Job Description/Scope:**

Key responsibilities include:

- Responsible for the accurate assessment and appropriate treatment for clients admitted to SLEC.
- Provide a high standard of Occupational Therapy (OT) services for assigned caseloads, including dementia care, in line with MOH service requirements.
- Provide coverage of OT services to assigned centres.
- Maintain up to date documentation in accordance with MOH requirements
- Work as a multidisciplinary team and attend case conferences, team meetings, and family meetings.
- Provide home visits, home modification and caregiver training as required to facilitate the continuity of care for our clients.
- Submit applications for schemes such as eSMF when necessary.
- Maintain safety and upkeep of all OT equipment and resources in Day Rehab.
- Review and assist in the implementation of activities in the assigned day care centres (MDC/DDC/EDC).
- Provide overall guidance and supervision to Dementia Care Team and day care staff involve in dementia care.
- Referral to external organisations as necessary (eg. Social Work Department)

**Job Requirements:**

- Degree or Diploma in Occupational Therapy from an accredited institution and licensed to practice in Singapore, preferably with 2 to 3 years' experience.
- Those who are looking for part time are also invited to apply.

**Remuneration:** Depends on experience

**Date Posted:** 14 July 2021

## Position: Volunteer Part-Time Regional Office People & Culture (HR) Administrative Assistant

**Name of Company:** World Vision International

**Details of Contact Person:** Rosemarie Barthelot

([rosemarie\\_barthelot@wvi.org](mailto:rosemarie_barthelot@wvi.org)) or Jun Ren Tan ([jun\\_ren\\_tan@wvi.org](mailto:jun_ren_tan@wvi.org))

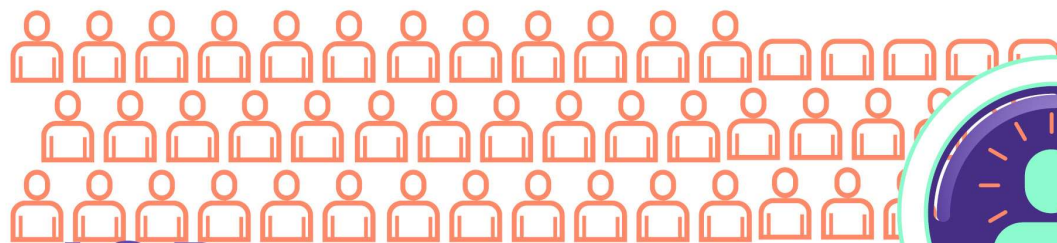
**Job Description/Scope:**

The administrative assistant role is to perform a variety of personnel-related administrative tasks. This role will provide support to AP P&C Coordinator and Asia Pacific P&C Business Partners and as and when needed to provide support to Regional P&C Director in duties like posting job ads, updating HRIS database and processing employees requests. This role will organise and update all HR policies. This role will also be working with Finance on Staff Claims & Benefits.

**Remuneration:** S\$1,000-S\$1,500

**Date Posted:** 14 July 2021





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## Position: Technical Engineer/ Technical Consultant

**Name of Company:** Franzwood Asa Pte Ltd

**Details of Contact Person:** Francis Lim, 97213459 (HP) 62967808 (Off)

### Job Requirements:

- Able to work and complete work assignments independently;
- Inquisitive and Resourceful;
- Able to read, write and communicate effectively in English and mother tongue;
- Experienced in engineering design software and hand calculation to BS and/or EC code;
- CAD skills (BIM capability with point cloud processing preferred);
- Restoration or Civil and Structural engineering design or project management experience preferable;
- Willing to learn and explore new skills as assign by company;
- Willing to work rotational in office and on site;
- Willing to travel and station overseas;
- Class 3 driving license (preferable).
- Bachelor of Engineering (Civil & Structural Engineering);
- Recognised by Professional Engineer Board Singapore (PEB);
- Other Built Environment Degree (degree in Building, Environment Engineering, Architecture etc.) will be considered;
- Minimum one (1) year working experience in the Built Environment or Heritage Built Environment.
- Fresh graduate will be considered.

**Date Posted:** 25 May 2021

## Position: Asst Technical Engineer/ Asst Technical Consultant

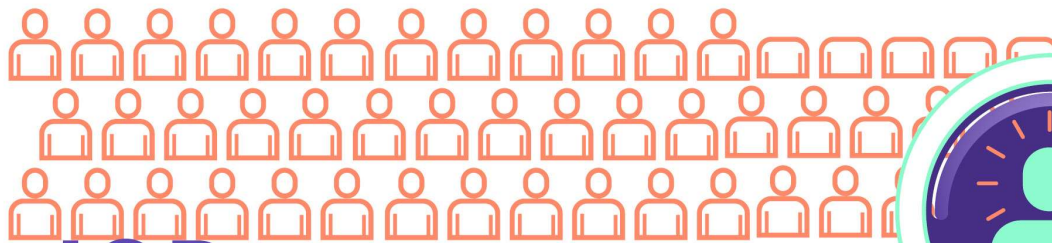
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**Details of Contact Person:** Francis Lim, 97213459 (HP) 62967808 (Off)

### Job Requirements:

- Able to work and complete work assignments independently;
- Inquisitive and Resourceful;
- Able to read, write and communicate effectively in English and mother tongue;
- Restoration or Civil and Structural engineering or project management experience preferable;
- Proficient in BIM and computer assisted design (CAD) software such as AutoCad, Revit etc.;
- Able to operate fluently on Microsoft Office application (Word, Excel, Power Point, Outlook, MS Project etc.);
- Ability in CAD skills (BIM capability with point cloud processing preferred) and CAD drafting;
- Willing to learn and explore new skills as assign by company;
- Willing to work rotational in office and on site;
- Willing to travel and station overseas;
- Class 3 driving license (preferable)
- Diploma in Civil & Structural Engineering;
- Accredited with Singapore IES-ACES Joint Accreditation Committee (JAC);
- Other Built Environment Diploma or equivalent qualification in Building, Environment Engineering, Architecture etc. will be considered;
- Minimum one (1) year working experience in the Built Environment or Heritage Built Environment.
- Fresh graduate will be considered.

**Date Posted:** 25 May 2021



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## Position: Human Resource Senior Executive

**Name of Company:** SIM East Asia (SIMEA)

**Details of Contact Person:** Email: [LaiPing.Yap@sim.org](mailto:LaiPing.Yap@sim.org)

**Job Description/Scope:** The primary role is to assist the Regional Director in managing the human resource matters of SIMEA office, which includes all staff and missionaries under the employment of SIMEA (employees).

Reports to: SIMEA Regional Director or Designated Nominee

Interested applicant, please email your CV to the above contact details. For more information about SIM and SIM East Asia, please visit <https://www.simeast.org>

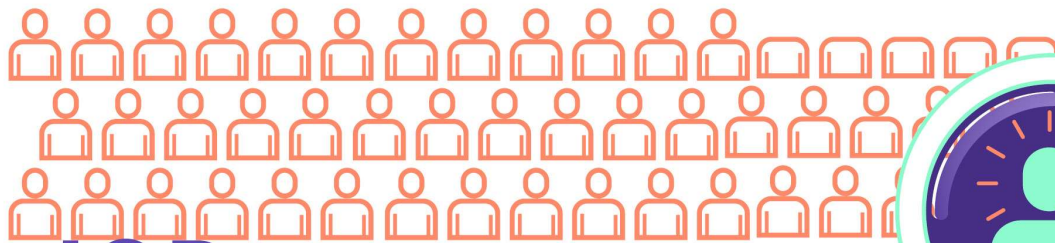
### Responsibilities and Duties:

- Responsible for the whole spectrum of human resource operational functions including but not limited to recruitment & selection, onboarding & orientation, progression and exit processes.
- HR partner to all Department Heads in employee relations, engagement and performance.
- Key contact and liaison person of SIMEA for government bodies and agencies related employment such MOM, CPF Board, etc.
- Administrator for employment-related records. Maintain and update records of all matters such as appointment/engagement letters, confirmation letters, leave records, credentials, annual reviews and annual letter regarding reviews and adjustments in remunerations, etc.
- Facilitate annual goal setting process for the setting of annual work objectives, providing guidance to Department Heads as needed. Initiate and facilitate the annual performance review for all employees according to the review period.
- Design and prepare standard forms for human resource management purposes such as performance appraisal.
- Track and monitor specific dates or deadlines such as probation period and first annual review of new employees.
- Submit application for work passes for foreign-national employees. Track and submit applications for work pass renewals as necessary.
- Orientate new employees on policies and practices of SIMEA.
- Keep abreast with changes in employment regulations and HR practices. Revise/update HR policies and procedures in line with regulatory and sector changes. Propose new policies and procedures as necessary. Update changes in the Employee Handbook.
- Keep track of government announcements and decisions on matters related to local and foreign employees serving in the Singapore office and keep the Regional Director and the relevant Department Heads informed.
- Communicate HR policy and procedure updates and changes to employees promptly.
- Administrator of employee benefits and welfare programmes. Responsible for the general welfare of the staff such as benefits
- Facilitate and partner with Department Heads to implement employee training and development plans.
- Organize staff retreat, birthday celebration and or any other events/activities (such as Christmas and Chinese New Year celebration) to inculcate team spirit and bonding among employees.
- Assist the Regional Director in other projects as needed. Such duties may not be directly related to human resource matters.

### Job Requirements:

- Degree or Diploma. Human Resource preferred but other disciplines acceptable.
- Five years or more of total HR experience with at least one year of hands-on experience in HR process transactions.
- Knowledge of the Singapore Employment Act and local HR practices. Experience in accessing MOM, IRAS, CPF portals for applications and statutory submissions.
- Hands-on experience in using HRIS systems is advantageous
- Able to work independently in own work areas with strong interpersonal and communication skills in partnering and engaging management and co-workers.
- Good working proficiency in MS Office applications, Office 365.
- Working knowledge of online communications tools such as Zoom, MS Teams.

**Date Posted:** 26 July 2021



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## Position: Various Positions Available Below

**Name of Company:** Methodist Welfare Services

**Details of Contact Person:** [talent@mws.sg](mailto:talent@mws.sg)

**Date Posted:** 19 Oct 2021

### 1) Social Worker ( Nursing Home & Family Service Centre)

#### Job purpose

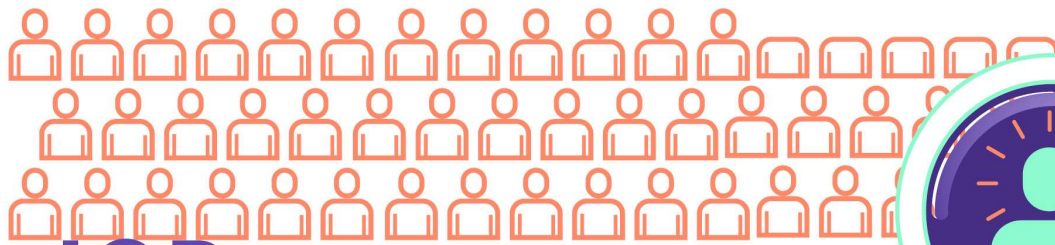
The Social Worker work closely with Government Agencies on referrals from the hospital and other Voluntary Welfare Organizations (VWOs) to provide high quality care for the residents and their families. The incumbent is responsible to support a coordinated approach with multi discipline stakeholders to review regularly aspects of medical, nursing, allied health and social services concerning residents for the purpose of care management.

- Assess all referrals from various Government Ministries
- Follow-up on psychosocial adjustment of clients
- Means Testing
- Follow up with family who are in arrears to pay or discuss financial consideration for proposal to assist

#### Qualifications & Requirements

- Degree in Social Work or Accredited Social Worker
- At least 1 –3 years of relevant experiences in Social Service sector / Nursing Home / Hospital
- Able to communicate well in English, Mandarin and other local dialects such as Hokkien and/or Cantonese

**Join us today! Reach out to us with your resume via email at [talent@mws.sg](mailto:talent@mws.sg)**



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## 2) Staff Nurse ( Nursing Home)

### Job purpose

The jobholder is responsible to provide personalized and cost-effective care to the residents in the nursing home in accordance to established policies and procedures, standards of nursing care and practices

- Perform ward operation activities of daily living
- Maintain professional & ethical nursing practices
- Intervention during emergency and resuscitation
- Safe medication management
- Pain management continuance management and fall risk prevention and management

### Qualifications & Requirements

- **Locally Trained Registered Nurse** with Advanced Diploma in Nursing/Bachelor's degree in Nursing.
- **Foreign Trained Registered Nurse** with Degree or Diploma in Nursing with Board Pass (Professional Regulation Council, PRC)
- Full Registration with Singapore Nursing Board with valid Practicing Certificate
- BCLS (Basic Cardiac Life Support) Certificate

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## 3) Activity and Care Associate ( Eunos Senior Care Centre)

### Job purpose

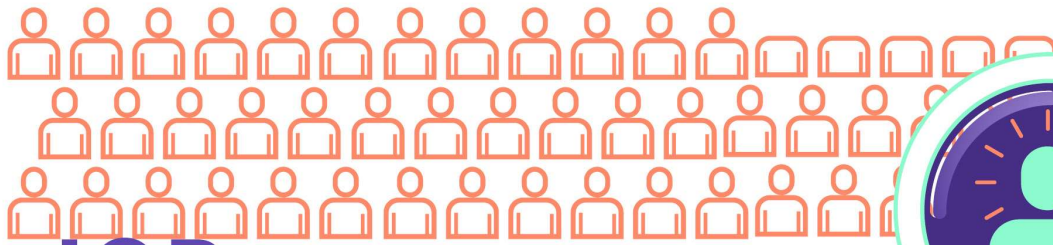
To provide care and conduct activities and wellness programs for the elderly in a center-based setting.

- Plan and conduct activities for the elderly in that promotes health and wellness both one-to-one and group setting
- Provide assistance to elderly in basic hygiene needs, Activities of Daily Living and mobility
- Carry out simple assessment and documentation on a daily basis
- Monitor elderly who needs the supervision for their medication consumption
- Ensure proper housekeeping and cleanliness of activity areas and equipment

### Qualifications & Requirements

- HMI/ITE/WSQ related study in Healthcare Support
- Experiences in working in other Intermediate long term care sector or relevant experiences working with the elderly or disabled is preferred
- must enjoy working with elderly clients with physical disabilities and/or dementia in center-based setting
- Good communication and interpersonal skills are required and the ability to converse in major dialects is an advantage

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## 3) Assistant – Welfare (MWS Girls' Residence)

### Job purpose

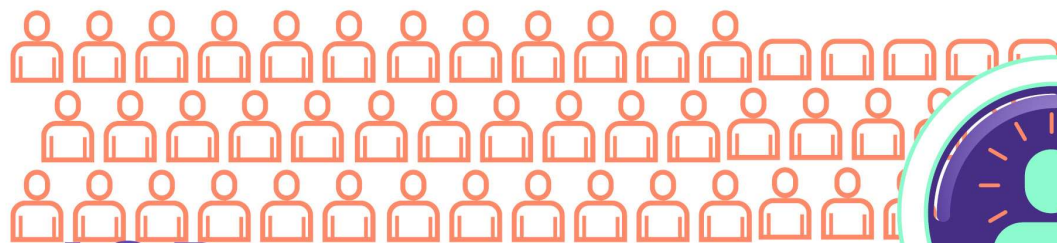
Provide and maintain a safe and positive environment; provide residential care for the residents and ensure safety and wellbeing of the residents at all times.

- Support residents to meet their physical, emotional, psychological, cognitive and spiritual needs

### Qualifications & Requirements

- N/O levels or equivalent
  - Minimum 1-2 years work experience with youth at-risk or related field
  - Candidates with work experience in a structured environment such as Security or Law Enforcement will be advantageous
  - Must be willing to work 3 shifts on a rotation basis (permanent night duty; 3rd shift is also available)
  - Mon to Sunday (shift work) with one off day per week:
- 1st shift: 7.15am to 3.15pm
  - 2nd shift: 3.15pm to 11.15pm
  - 3rd shift: 11.15pm to 7.15am

**Join us today! Reach out to us with your resume via email at [talent@mws.sg](mailto:talent@mws.sg)**



# JOB OPPORTUNITIES

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## Position: Music Facilitator

**Name of Company:** Montessori Seniors Ltd

**Details of Contact Person:** Yan Fong, Hp: 90098918, Email: [fongcyan@gmail.com](mailto:fongcyan@gmail.com)

### Job Description/Scope:

- Conducts music sessions for seniors and persons with dementia in a daycare and activities centre setting.
- Use music to aid in uplifting seniors.
- Sessions are conducted live, playing on the keyboard.
- Use of rhythm, percussion to augment the care recipients' participation.
- We will train the selected candidate in the Montessori approach to engage, enable and empower the senior or person with dementia.
- Five-day work week. Working hours 8.30am to 5.30 pm.

### Job Requirements:

- Have attained ABRM Grade 6 and above in piano/keyboard.
- Enjoys being with, engaging and interacting with the elderly and respecting them.
- Bilingual in English and Chinese as some sessions are conducted in Chinese wholly.
- Versatile in repertoire of music, able to play contemporary as well as old songs both in English or Chinese and local songs.
- Energetic and cheerful.

**Remuneration:** S\$2,000 to S\$3,000 depending on experience

**Date Posted:** 1 May 2021

## Position: Digital Media Executive (DME)

**Name of Company:** Biblical Graduate School of Theology (BGST)

**Details of Contact Person:** Cecilia Chow, Email: [chow\\_cecilia@bgst.edu.sg](mailto:chow_cecilia@bgst.edu.sg)

### Job Description/Scope:

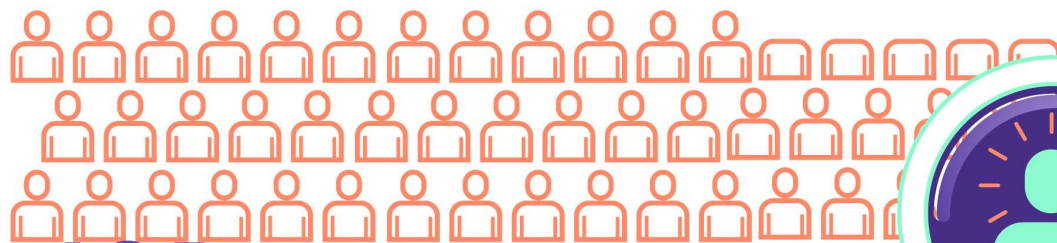
- Create effective campaigns on digital media to promote products and services.
- Work with project team on deployment and execution of campaign assets, including but not limited to EDMs, brochures, sales decks, website and social media updates, collateral management.
- Grow online presence and customer engagement, including conducting market surveys.
- Track websites' trends, stats, and traffic flow for improving performance and quality score.
- Perform marketing administrative duties, including fulfilment of campaign incentives.

### Job Requirements:

- Diploma/Degree holder and experienced marketer with 2-3 years of industry experience.
- Good understanding of digital and social media with passion and heart for marketing, communications and customer service.
- Meticulous and possess excellent project management and organizational skills.
- Positive attitude, high level of integrity, willingness to go extra mile.
- Copywriting experience, and theological education or background, would be an advantage.

**Remuneration:** Will commensurate with relevant qualifications, skills, competencies, and experience.

**Date Posted:** 14 Nov 2021



# JOB OPPORTUNITIES

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## Position: Project Management Intern (PMI)

**Name of Company:** Biblical Graduate School of Theology (BGST)

**Details of Contact Person:** Cecilia Chow, Email: [chow\\_cecilia@bgst.edu.sg](mailto:chow_cecilia@bgst.edu.sg)

### Job Description/Scope:

- Assist to manage development and progress of new projects, including mapping and tracking of project schedules and deliverables.
- Assist to develop workflows, playbooks and best practices for operational productivity.
- Assist to liaise with collaborators and/or vendors to ensure timely and accurate delivery.
- Assist with product development including video production, and guiding instructors in the development and production of courses.
- Assist to manage platform tools and dashboard tools, and perform project administrative duties.

### Job Requirements:

- Diploma holder in business, management, or communications.
- Meticulous and possess excellent project management and organizational skills.
- Positive attitude, high level of integrity, willingness to go extra mile.
- Strong writing, communication, problem solving, and analytical skills.
- Video editing, copywriting experience, and theological education or background, would be an advantage.

**Remuneration:** Will commensurate with relevant qualifications, skills, competencies, and experience.

**Date Posted:** 14 Nov 2021