

The Tsao Foundation strives to help older persons realise opportunities in longevity by being a catalyst for constructive systemic and mindset change. This mission is undertaken through four synergistic core initiatives:

- **Community for Successful Ageing (ComSA)** takes a community-wide approach to forge an integrated system of comprehensive programmes and services with the aim to promote health and wellbeing over the life course, and to enable ageing in place.
- **Hua Mei Centre for Successful Ageing** which enables ageing-in-place by pioneering replicable, community-based, integrated health and psychosocial age care service models grounded in person-centred principles
- **Hua Mei Training Academy**, dedicated to capacity building in professional community-based age care, informal and family caregiving, as well as personal development and community action in successful ageing through providing practitioner-driven training, education and consultancy services
- **International Longevity Centre Singapore** which supports policy, practice, advocacy and community development through initiating high impact research and collaborative platforms in population ageing issues and related action

Established in 1993, the Tsao Foundation is a Singapore-registered charity with IPCs (Institutions of a Public Character) and engaged in the global response to longevity.

Assistant Care Manager (CCMS)

The Assistant Care Manager is to provide coordination and intervention to support and enable the older person to live at home in optimal health.

Main Responsibilities

- Conduct initial screening using Risk Screener and recommendations on level of care management to the care team;
- Assist Care Manager in service referral and coordination of home help services, transport and escort, SAC Services and mobility aids, house cleaning with volunteers and simple household repairs;
- Coordinate and arrange home and hospital visits for clients under supervision of nurses or social work care managers;
- Assist to do simple financial need assessment and Means Testing on a case by case basis;
- Bring clients for SOC, Polyclinic, service visits when necessary;
- Assist the Care Manager in the discharge of his/her duties as and when necessary;

Requirements:

This is a 3-year contract position, subject to renewal.

Qualifications

- Diploma in Social Services (SSI) OR
- WSQ Level 4 or higher Professional Diploma in Community Services (Senior Services) from a recognized institution.
- Preference will be given to applicants who possessed a Graduate Diploma in Social work

Experience

- At least 2-3 years' working experience in relevant field of social services;
- Able to perform basic social assessment
- Knowledge on community resources internally and externally to be able to provide appropriate directions to the resources;
- Applicants with experience in elder care will be an added advantage;
- A team player who is able to blend easily into a multidisciplinary team setting;

Other Skills

- PC literacy especially in Ms Office suite
- Good interpersonal skills and feel comfortable interacting with people of all levels, including, clients, their families and the public
- Committed and passionate in working with the elderly
- Ability to understand and converse in simple dialects with Chinese/dialects speaking clients;
- Has a penchant for home visits

Interested applicants, please email your resume, current and expected salaries to: hr@tsaofoundation.org

We regret that only shortlisted candidates will be notified.