

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 (DCS)**

The Assistant Care Manager is to optimize the state of well-being of elders with dementia and empower care partners to be competent and confident so that people with dementia are able to thrive as a part of the society.

### **Main Responsibilities**

- Supports the Care Manager in organizing for care support, care coordination, taking initial screenings, documenting ACP, LPA, Legal and Financial planning;
- Liaison with internal customers, AIC, social agencies, volunteers, social agencies, family caregivers etc.
- Administrative duties from handling referrals, enrolment, admission to discharge;
- Co-ordinate and arrange means testing, financing and home visits;
- Maintain database for the programme for Dementia Care system, Funders' Returns and Foundation's research needs;
- Conduct family conferences when the need arises;
- 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;
- 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
- Enjoy the challenges of community interventions

Interested applicants, please email your resume, current and expected salaries to: [hr@tsaofoundation.org](mailto:hr@tsaofoundation.org)

We regret that only shortlisted candidates will be notified.