



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-centered 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.

Centre Manager (EPICC, Whampoa)

EPICC (Elder-Centred Programme of Integrated Comprehensive Care) is team-managed, person-centred, integrated comprehensive care, with a day club programme.

The EPICC team comprises of physician, nurse, social worker, physiotherapist, occupational therapist, centre manager, programme executive, programme assistants and driver.

EPICC's primary clientele are frail and at-risk elders with complex medical and social issues, eligible for nursing home admission, but wishing to remain in the familiarity of home and community.

The Centre Manager is to manage the day care centre daily programmes and operations.

Responsibilities

- Ensure smooth running of the centre and activities on a daily basis and the safety and well-being of all the clients.
- Plan, implement and coordinate the centre daily programmes/activities/fields trips for clients to meet the bio-psycho-social needs of each clients
- Engage with clients, family members/caregivers, volunteers to maintain daily open communication

- Supervise Programme Assistants and monitor and review the work performance of individual staff
- Prepare relevant progress reports to management and funders
- Be part of the multi-disciplinary team to discuss care plan of each client
- Communicate and liaise with external parties, such as government agencies, vendors, VWOs, etc
- Perform any other duties assigned by the Superior

Requirements:

- Bachelor's Degree or Graduate Diploma in any discipline with a minimum of 3 years working experience in eldercare, social services or related fields
- At least 2 years of managerial experience
- Training/Experience in healthcare/nursing/eldercare will be an advantage
- Able to work independently and as part of a multidisciplinary team
- Strong inter-personal and people skills
- Good communication and writing skills
- Able to communicate with English, Mandarin and dialects speaking clients
- Committed and passionate about working with the elderly

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

We regret that only shortlisted candidates will be notified.