

The Tsao Foundation strives to help older persons realise opportunities in longevity by being a catalyst for constructive systemic and mind-set 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.

ComSA, a programme that takes a person-centred, preventive, life course and public health approach to planning for a community, where there is an integrated continuum of health and social services for an age-friendly community. Tsao Foundation aims to make ComSA a replicable model of successful ageing where people can reap the dividends of longevity.

You are invited to be part of the team at ComSA Whampoa Centre to engage the community in the promotion of active and healthy ageing.

Clinic Admin Assistant

Reporting to the Clinic Manager, ComSA, the position's main responsibility is to provide administrative support for the smooth running of a primary care clinic in Whampoa Centre.

Main Responsibilities

- Manage all aspects of a patient's visits from enrolment, admission to discharge in accordance to standards set by the Foundation;
- Compile and maintain regular statistical and statutory reports for internal and external submission.
- Filing and maintenance of patient's record, including handling of invoices for finance and submitting claims online e.g. CHAS in accordance to funding guidelines;
- Attend to enquiries and promptly respond to emails about services from ComSA Centre.
- Ensure prompt and accuracy in medicine prescription and delivery;
- Assist in keeping inventory check and purchases such as stationary, beverages, office supplies;
- Liaise with Lab vendor for scheduled supplies and picking up specimen for investigations;
- Tracking of daily collection data and transaction billings;
- Liaise with volunteers for transport arrangement for patients;
- Participate in Foundation-wide activities in line with the mission of the Foundation
- Undertake any other tasks as assigned by the Manager;

Requirements:

Qualifications

- Minimum GCE "N" Level & above
- WSQ in Higher Certificate in Pharmacy Support will be an added advantage
- Basic accounting or book-keeping knowledge is preferred
- PC literacy especially in Ms Office suite, especially Excel spreadsheets and outlook

Experience

- At least 2-3 years' of relevant working experience in an outpatient or clinic environment with hospital system;
- Applicants with experience in eldercare setting will be an added advantage;
- Able to communicate in English, Mandarin and simple dialects with Chinese/dialects speaking clients;
- Have a sense of urgency and able to multi-task especially in a fast paced environment;

Other Skills

- Good customer service with pleasant personality and comfortable in interacting with people of all levels, including, clients, their families and the general public
- Meticulous, organized and have a sense of discretion when handling confidential information
- Committed and passionate in working with the elderly
- Enjoy the challenges of community interventions

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

We regret that only shortlisted candidates will be notified.