

BASIC DETAILS

Job Title:	Programme Assistant
Department:	Re-Integration
Work Location:	7A Lorong 8 Toa Payoh #02-09 Agape Village Singapore 319264
Reporting To:	Integrated Services Manager
Type of Employment:	Full Time

JOB DESCRIPTION

Programme Assistant is to assist in conducting programmes for Family Caregivers and Care Recipients, and handle administration work in the department.

Responsibilities

Programme Planning

- Report to the Programme Coordinator
- Assist in coordinating and conducting programmes and events under Respite for both Family Caregivers and Care Recipients
- Work closely with the Care Coordinator and Enrolled Nurse to develop programmes and events which are responsive to the needs of the Family Caregivers or Care Recipients respectively (e.g. self-care practices, community integration skills)
- Assist in ensuring the smooth running of programmes and events by coordination of logistical arrangements (e.g. venue, food, pre-event registration, event attendance)
- Assist in coordinating with volunteers for relevant programmes and events
- Maintain a safe and clean environment

Programme Evaluation

- Assist the Programme Coordinator in collection and entry of data for record-keeping and audit purposes
- Assist in gathering participant feedback on programmes and events

Administration

- Assist in maintaining an inventory of relevant materials and equipment
- Assist in administration duties when necessary
- Carry out other duties as assigned by the Programme Coordinator or Centre Manager

Technical Competencies

- Proficiency in Microsoft Office
- Familiarity with social media (e.g. WhatsApp, Facebook, Instagram)
- Familiarity with Canva and graphic design will be a plus
- Able to speak English and Mandarin (dialects is a plus)

Core Competencies

- Keen to work with people with physical disabilities and their family caregivers
- Integrity, good self-discipline and self-motivation
- Good interpersonal and communication skills, people-oriented
- Able to work independently and in a team
- Creativity, initiative, and resourcefulness