



Bethesda CARE Centre

Programme Executive (Full-time)

Brief Description

Reporting to the Head of Department (Children, Youth & Family), the incumbent for the Programme Executive (Full-Time) position should harness relevant disciplines which include Social Work, Psychology, Counselling and other relevant fields in Social Science. He/she will work closely with his/her Reporting Officer/s to support programme development, professional and administrative functions in the Children, Youth and Family Department.

Job Responsibilities

I. Professional

1. Casework and counselling.
2. Plan and conduct activities for children and youth, both centre-based and school-based.
3. Conduct home visitation to beneficiaries.
4. Manage and liaise with multiple stakeholders in the community to ensure smooth operation of programmes. This include BCARE's beneficiaries, volunteers and community partners.
5. Involved in evaluating the validity and viability of programmes.
6. Work with Department Head in planning and implementing new programmes based on the needs of clients.

II. Administrative

7. Ensure timely and appropriate submission of review/outcome reports.
8. Maintain proper records and closure of programmes.
9. Ensure the safe-keeping of important documents.
10. Provide other general administrative support as assigned.

III. Requirements

- Bachelor's Degree in Social Work, Counselling or Psychology
- Minimum 2 years of experience in working with youth
- Passionate to work with children and youth
- Able to engage, mentor and counsel alienated and at-risk youths to build rapport for interventions
- Able to work with multiple stakeholders and manage referrals

- Comfortable in working with families of diverse backgrounds
- Competent in Microsoft Office
- Good interpersonal skills
- Able to work on occasional Saturdays (either swapping of days or off-in-lieu will be provided)

Interested applicants, please download BCARE Job Application Form from www.bcare.org.sg and submit it with a detailed resume and credentials to corpadmin@bcare.org.sg . All applications will be kept in strict confidence. We regret that only shortlisted candidates will be notified.