



## **BCARE Connection @ Hougang 574**

### **PROGRAMME COORDINATOR (Full-Time)**

#### **Responsibilities:**

1. Assist the Centre Head in providing Active Ageing and holistic care for senior at the centre.
2. Plan, organize and execute daily programmes & activities for seniors.
3. Prepare materials, manage logistics and ensure smooth execution of sessions.
4. Provide support to volunteers, external instructors and community partners during programmes.
5. Recruit and engage seniors to actively participate in programmes and events.
6. Make care calls, and conduct home visits.
7. Maintain records of calls and visits for tracking and reporting purposes.
8. Maintain daily attendance and participation records.
9. Provide seniors with relevant information and referrals to community resources and services.
10. Attend to new membership registration.
11. Collect membership fees and programme fees.
12. Provide administrative support.
13. Participate in other BCARE events and projects when required.

#### **Requirements:**

1. At least a GCE "O" level qualification.
2. 1-year working experience with Eldercare setting environment.
3. Possess good organizational and engagement skills.
4. Strong interpersonal skills and ability to communicate with all levels.
5. Ability to interact meaningfully with Elderly.
6. Competent in Microsoft Office.
7. Working hours: 8.30am – 5.30pm (Mondays - Fridays), 5-day work week.

Interested applicants are invited to apply by completing the BCARE job application and email together with supporting documents to [corpadmin@bcare.org.sg](mailto:corpadmin@bcare.org.sg) Only Singaporeans/SPR need apply. All applications will be kept in strict confidence. We regret that only shortlisted candidates will be notified.