



Kwong Wai Shiu Hospital is a charitable organisation established to provide healthcare services to the sick and poor in Singapore regardless of race, language or religion. Our vision is to be a leading community healthcare hub in Singapore.

We provide a continuum of care ranging from in-patient, rehabilitation therapy and Traditional Chinese Medicine services. We invite dynamic individual to join us as:

## **PROGRAMME COORDINATOR**

### **Responsibilities**

- Plan, execute and evaluate activities and programmes for active aging members and senior volunteers.
- Establish collaboration with corporate and institutional partners, and volunteers/voluntary groups for running of programmes.
- Liaise with external agencies and grassroots organisations, etc. to tap on external resources and/or publicise programmes
- Require to conduct home visitations, befriending services.
- Assist to liaise and refer the needy cases to other service providers for further assistance.
- Answer telephone inquiries, simple book-keeping, filing, recording and intake/registration of clients etc
- Perform any specific projects and duties assigned by Director, Manager, Head of Department/Centre from time to time

### **Requirements**

- Minimum G.C.E. "O" Level
- Possess good communication skills and is IT savvy
- Effectively bilingual, ability to speak dialects is advantageous
- Good team player, outgoing and self-motivated independent worker
- Able to build good rapport with elderly, volunteers and colleagues
- At least 1 - 2 years of similar working experience

Interested applicants, please email your resume with recent photograph indicating your current/last drawn and expected salary to:

The Human Resource Manager  
Kwong Wai Shiu Hospital  
705 Serangoon Road  
Singapore 328127  
Email: [HR\\_Dept@kwsh.org.sg](mailto:HR_Dept@kwsh.org.sg)