



Kwong Wai Shiu Hospital is a charitable organisation established to provide healthcare services to the needy 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 are expanding and inviting dynamic individual to join us as:

### **SENIOR / ADMINISTRATION ASSISTANT (Inpatient Services)**

#### **Responsibilities**

##### **Admission Office:**

- Provides Financial Counselling (FC) services to patient, next of kin (NOK) who are scheduled for admission to KWSH for Nursing Home Long Term Care (LTC) or Chronic Sick (NHCS) or Respite Care (NHRC)
- Support calls in enquires.
- Support blood and urine specimens to the laboratory to other vendors when manpower is lean.
- Assist in design of performance objectives and implement and monitor programming to meet desired outcomes
- Undertake any other duties assigned time to time

##### **Social Work Supports:**

- Support Medical Social Worker to escort residents for social requests, such as banking or home visit.
- Support Group – Network session for Residents and their loved one's half yearly, to address their needs and doubts
- Act as a befriender to those without any next of Kin.
- Support Social Coordinator to run social activities in wards.
- Ensure single elderly residents are supported with community services after their discharge from KWSH

#### **Requirements**

- Relevant administration experience is essential. Candidate with Diploma/Advanced Certificate/Nitec in Social Work/Community Care and Social Service or equivalent will be an advantage.
- Good knowledge of MS office application
- High level of discretion in handling confidential documents/information
- Ability to prioritize tasks & complete tasks within deadlines
- At least 3 years relevant working experience
- Excellent interpersonal relationship skills
- Strong inter-personal and people skills
- Good communication skills with people of different levels

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)