

<b>JOB DESCRIPTION – Assistant Care Manager</b>	
<b>Job Title</b>	Assistant Care Manager (Equivalent to Enrolled Nurses in Hospitals)
<b>Qualification</b>	Enrolled Nurse with Singapore Nursing Board
<b>Department</b>	Nursing
<b>Reporting To</b>	Assistant Care Manager / Care Manager
<b>Job Summary :</b>	
<ul style="list-style-type: none"> <li>• To be a core member of care team to deliver care management (assessment, planning, co-ordination and communication) and nursing services to patients requiring transitional, long term and palliative care in their own homes.</li> <li>• To have a strong base of evidence based knowledge &amp; skills to demonstrate the ability to integrate nursing theory into practice.</li> <li>• To assist the care manager in assessing, coordinating and implementing a plan of care for the patient with acute, chronic or advanced disease referred to the company.</li> <li>• To work in collaboration with members of the inter-professional team to provide 24hours medical, nursing, pain &amp; symptom management, psychosocial &amp; spiritual support and care.</li> <li>• To be a professional &amp; competent nurse by providing the best care for the patient, educating and empowering the caregiver whilst supporting the family using the best available evidence.</li> <li>• To be a role model, exhibit personal commitment, integrity and professionalism in the course of one's work.</li> </ul>	
<b>Areas of Responsibilities:</b>	
<ol style="list-style-type: none"> <li>1. To work in collaboration with team members in a setting which provides 24 hours medical care, pain and symptom management and family support.</li> <li>2. To perform nursing procedures as needed to enhance patient comfort.</li> <li>3. To educate patients' caregivers by empowering them with basic nursing skills as well as with the management of special equipment and appliances in conjunction with the physiotherapist / occupational therapist</li> <li>4. To identify and highlight to senior nursing personnel when patients and families need financial assistance or psychosocial services or physiotherapy /occupational therapy in order for them to be referred to team members as soon as possible.</li> <li>5. To be on call when assigned and be readily available to be deployed for shift duty at patients home should the need arises. Morning Shift: 7am to 3pm, Afternoon Shift: 3pm to 10pm, Night Shift: 10pm to 7am (allowance claimable for night shift).</li> <li>6. Able to perform medical escort or stand in duty (allowance claimable.) when needed and general administrative duties.</li> <li>7. To participate in training programmes to improve nursing skills and knowledge in as directed by Supervisor</li> <li>8. To assume professional responsibility and accountability for outcomes in nursing practice</li> </ol>	

at all times

9. To seek out information/ evidence on own initiative and discuss with team members and during case conferences.
10. Engages in continuous improvement to stay current and makes meaningful proposals to enhance the professionalism and service of the company.
18. To complete the following within the first year of employment:
  - a. Knowledge in Basic Gerontology, Chronic Disease Management and Palliative Care Nursing and Nursing Skills.
  - b. Communication: verbal and written communication, listening.
  - c. Conflict management: focus on need of the party and generate a win-win outcome

**Job Qualifications:**

1. Qualifications	<ul style="list-style-type: none"><li>• State Enrolled Nurse – NITEC In Nursing</li></ul>
2. Years of Relevant Experience	<ul style="list-style-type: none"><li>• 2-3 years Clinical Experience</li></ul>
3. Language Requirements	<ul style="list-style-type: none"><li>• English and one other (Chinese/Malay/Tamil)</li><li>• Chinese dialects would be useful</li></ul>