

Position: Programme Coordinator (Home Personal Care)

Overview:

Reporting to the Senior Nurse Manager/ Nurse Manager, Home Personal Care Services. This position is required to support the programme operations (but not limited to administrative duties), including, frail and home-bound PNC (Person Needing Care) with home personal care services.

Responsibilities

- In-charge of Home Personal Care+/Home Personal Care administrative duties. It includes admission/discharge of referrals and coordination, documentation, all finance documentation, subvention/claim submissions and subvention/claim reports, monthly invoicing and payments are in order, including programme logistics.
- In-charge of programme services including maintaining records of each clients and accounting records for audit purposes. Ensuring submission of formal reports to respective government agencies and stakeholders are accurate and on time.
- In-charge of the Senior Healthcare Assistants/Healthcare Assistants daily schedule, monitoring the provision of services.
- Obtain periodic feedback from clients/caregivers
- Carry out monthly means-testing checks on all active clients to ascertain eligibility for Government subsidy and update clients and system accordingly.
- Outreach to community partners within HPC boundary, stakeholders and other agencies to collaborate on services required, including e-referral to AIC if required.
- Undertake any other duties assigned by Senior Nurse Manager or Nurse Manager.

Requirements

- Minimum 2 years of related experience in eldercare/social service or related sector.
- Have basic computer skills (e.g. Microsoft office - excel, words, outlook, etc.).
- Passionate in working with elderly and willingness to learn.
- Able to communicate in local dialects will be an advantage to converse with local dialects speaking elderly.
- Able to communicate in Mandarin will be an advantage to converse with non-English speaking elderly.
- Good understanding of working with elderly.