



Bethesda CARE Centre

FAME Club Programme Coordinator (Full-time)

Brief Description

Reporting to the Programme Manager, the incumbent for Programme Coordinator position is responsible for coordinating, and overseeing daily programmes that support the recovery and rehabilitation of clients at FAME Club.

Job Responsibilities

1. Programme Coordination
 - Organise and facilitate daily programmes and activities for members
 - Plan and coordinate outings
 - Prepare materials, manage logistics and ensure smooth execution of sessions
 - Provide support to volunteers, external instructors and community partners during programmes.
2. Member Care and Outreach
 - Make care calls to absent or vulnerable members to check on their well-being.
 - Conduct home visits when necessary to provide follow-up support.
 - Maintain clear records of calls and visits for tracking and reporting purposes.
3. Administrative Function
 - Maintain daily attendance and participation records
 - Other administrative support as and when required
4. Ad-Hoc Event Support
 - Participate in other BCARE events and project when required.

Requirements

1. Minimum qualification of GCE 'A' Level or equivalent.
2. Experience working with persons with mental health conditions
3. Strong interpersonal skills and able to communicate effectively at all levels.
4. Conversant in English and Mandarin (dialect speaking an advantage).
5. Basic proficiency in Microsoft Office

Application Details

1. Interested applicants are invited to complete the BCARE job application form and submit it along with supporting documents via email to corpadmin@bcare.org.sg
2. Please note only Singapore Citizens and Permanent Residents are eligible to apply.
3. All applications will be treated with strict confidentiality. We regret that only shortlisted candidates will be contacted.