



The Lion SaveSight Centre (LSSC) is a collaboration between Lions Clubs of Singapore and the Singapore National Eye Centre (SNEC) to provide high quality, affordable and convenient eye screening services to the community. It conducts preventive screening and step-down monitoring of patients with diabetic retinopathy, glaucoma and age-related eye conditions. Its objectives are to provide early monitoring and detection of common eye diseases that is affordable and cost effective as well as outreach programmes for public awareness and education.

The screening centre is co-located with the SNEC satellite eye clinic @ Parkway Day Surgery and Medical Centre, Balestier Road. The operating hours shall be normal office hours:

Monday to Friday	8.30am to 5.30pm
Saturday	8.30am to 12.30pm

The LSSC invites application for position of :

MEDICAL OFFICER (2 POSITIONS)

He should be a fully-registered doctor with 1 – 2 years practice experience. Previous postings with ophthalmology departments would be an advantage. Further training in eye screening and diagnosis would be provided by SNEC as required.

He will be responsible for carrying out of eye screening programmes focusing on Glaucoma and Diabetic eye conditions.

NURSE MANAGER

We are looking for a Nurse Manager, responsible for the planning, coordinating and supervising of patient care services, operational activities and resource utilization in the department to ensure cost efficient and effective management of the clinic. She will lead and motivate her staff to deliver competent, safe and quality nursing care to patients in line with the Centre's vision and mission.

Pre-requisites

You should be a registered professional nurse with current licence to practice in Singapore. A Post-Basic Certificate or Advanced Diploma/Post-Graduate Diploma and a Bachelor's Degree in Nursing are required. You must have worked at least 2 years as a Clinical Nurse in an acute care hospital setting and demonstrated leadership abilities. A valid BCLS certification is required.

ENROLLED NURSE

We are looking for a committed and motivated Enrolled Nurses to handle patient care services in the clinic. You will join a team of trained professional staff involved with eye screening services.

Pre-requisites

You should possess a recognised general nursing qualification and be registered with the Singapore Nursing Board; preferably with 1-2 years' relevant working experience. Able to converse in local dialects and thrive in fast-paced environment.

ACCOUNTS / ADMIN EXECUTIVE

You would be required to maintain the full sets of accounts for the clinic and prepare all the management and financial reports. You are also handle the office administration duties and responsibilities such as coordinating of meetings, compiling of reports, attending to patient's feedback and complaints etc. Experience in healthcare setting would be an advantage.

Pre-requisites

- Minimum Diploma in Accountancy
- At least 1 year of relevant experience
- Knowledge of ACCPAC

ADMIN ASSISTANT / RECEPTIONIST

You will be required to provide administrative support and scheduling of patients' medical appointments. You will also be attending to general enquiries from patients and handle all calls and mails for the clinic as well as processing of patients' registration and payment.

Pre-requisites

- 'O' Levels
- Proficient in relevant computer applications
- Pleasant personality and fluency in language and dialects.

OPHTHALMIC INVESTIGATION TECHNOLOGIST

You will provide technical ophthalmic support to medical staff. You will be required to perform various eye tests and update database records of procedures performed. Basic knowledge of the foregoing will be an advantage but not essential as training will be provided.

Requirements:

- A Diploma in Biotechnology or Biomedical Science.
- Those with GCE 'O' level and pass in Science subjects plus relevant clinical experience may be considered
- Computer literate with the ability to work independently
- Good communication and interpersonal skills

Attractive remuneration and benefits would be accorded to the right candidate. Interested candidates are required to submit their resumes to:

LSSC @ Balestier
c/o Singapore National Eye Centre
11 Third Hospital Avenue
Singapore 168751
website: www.lssc.org.sg

The closing date will be 8 February 2010.