



St. Andrew's Autism Centre (SAAC) is a non-profit organisation for the education, training, and care of persons with autism and their families.

SAAC comprises St. Andrew's Autism School (SAAS) and St. Andrew's Adult Autism Services (SAAAS), serving children, youths and adults with autism. SAAAS runs two Day Activity Centres (DACs) at Siglap and Sengkang, and St. Andrew's Adult Home (Sengkang), Singapore's first residential facility designed and built to meet the needs of adults of autism.

SAAC seeks to enable people with autism to lead dignified and meaningful lives. We invite interested and qualified persons to join us to meet the physical, social, emotional and spiritual needs of our students, clients and residents; to provide behavioural support, life skills training, family support and public education.

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## **JOB COACH ST. ANDREW'S AUTISM SCHOOL**

### **JOB DESCRIPTION**

- Coaching Responsibilities:
  - Design and implement job training programme for students with ASD, in the MOE-MSF-SGE School-to-Work Programme (S2W), to prepare them for employment in the Food and Beverage (F&B) industry.
  - Work closely with the Transition Planning Coordinator (TPC) and S2W Job Coach in assessment, selection, training and assessment of S2W candidates.
  - Source for appropriate attachment opportunities in the F&B industry.
  - Conduct on site job analysis and put in place appropriate job accommodations and modifications according to students' profile and needs.
  - Be involved in the development & implementation of the school's F&B programme (work exposure activities, learning journeys, school-based work experiences)
  - Participate in other school-related programmes/in-house projects assigned by Reporting officer
- Cafe Operations Responsibilities:
  - Coordinate the operation of the school cafeteria, so as to expand vocational and learning opportunities for more students.
  - Liaise with external vendors for cafeteria supplies and equipment.
  - Prepare training and support resources for Cafeteria operations.

### **JOB SPECIFICATIONS**

- Possess minimally a recognised diploma
- At least 2-3 years working experience in the F&B sector
- Prior experience working with persons with special needs is preferred
- Prior experience in the areas of vocational training is preferred

#### **SERVICES OF ST. ANDREW'S MISSION HOSPITAL**

Senior Services: St. Andrew's Community Hospital • St. Andrew's Nursing Homes (Buangkok, Henderson, Queenstown) • St. John's - St. Margaret's Nursing Home St. Andrew's Senior Care (JOY Connect, Henderson, Queenstown, Tampines) | Autism Services: St. Andrew's Autism Centre • St. Andrew's Autism School • St. Andrew's Adult Autism Services • St. Andrew's Adult Home (Sengkang) • Day Activity Centres (Siglap and Sengkang)



## ST. ANDREW'S AUTISM CENTRE

1 Elliot Road  
Singapore 458686  
www.saac.org.sg  
enquiry@saac.org.sg  
T: 6517 3800 F:6517 3801

### **Specific Qualities:**

- Work experience & subject mastery in Food & Beverage.
- Able to work independently and excellent organisational skills.
- Mature in outlook and willing to impart knowledge and empowering others.
- Good interpersonal qualities and able to work collaboratively.
- Keen to consistently professionally develop self on industrial practices, skills and knowledge in the F&B domain

Remuneration and point of entry will commensurate with qualifications and experience. Interested applicants, please send your resume and relevant supporting documents to: [careers@saac.org.sg](mailto:careers@saac.org.sg).

All applications will be handled with strict confidence. We regret that only short-listed candidates will be notified.

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