



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.

LIBRARY OFFICER ST. ANDREW'S AUTISM SCHOOL

JOB DESCRIPTION

1) Resource Management -

- a. Processes orders for resources, equipment and library supplies;
- b. maintains library records by filing of documents and other library materials;
- c. processes resources, place orders for catalogue products, matches products and resources and accessions, in collaboration with various school work team members (e.g. Curriculum Development Team);
- d. maintains library shelves by re-shelving materials;
- e. assists with stock takes and deselection;
- f. maintains and repairs books, periodicals, graphic and other non-book materials including audio-visual resources (ICT resources will be maintained by ICT Executive);
- g. creates library displays;
- h. circulates selection tools such as resource lists and catalogues to staff.

2) Loaning System & Processes (*including resource database maintenance*) -

- a. manages the circulation desk;
- b. provides general administrative and clerical duties within the library;
- c. attends to simple reference enquiries by students and staff;
- d. maintains the circulation system by keeping records of issues, returns and overdue materials;
- e. maintains the library database on the automated library system, in collaboration with school's Library and ICT teams.

3) Collaboration with Stakeholders (*internal & external stakeholders*) -

- a. Library Programmes - Support the development and implementation of the library programmes to support student learning (*e.g. conducting reading programmes, support Vocational Team in vocational training programmes for student librarians*)
- b. Liaising with external stakeholders (e.g. NLB and other service providers for library-related activities such as Molly Library)



JOB SPECIFICATIONS

- Candidate must possess at least N Level or equivalent (Pass in English is a must)
- Candidate must be comfortable to work with individual with special needs
- Preferably 1 year experience working in library system
- Conversant with Microsoft Applications such as Words, Excel and PowerPoint
- Ability to work independently with minimum supervision
- Strong co-ordination and organisation skill
- Good communication and interpersonal skills
- Knowledge of library practices, including the use of an integrated automated library catalogue
- Independent as well as team player

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.

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