



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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## **SENIOR SOCIAL WORKER ST. ANDREW'S AUTISM SCHOOL**

### **JOB DESCRIPTION**

#### **Admissions and Intake**

- Facilitates intake and admissions process for applicants to SAAS
- To assess families for their needs/coping prior to admissions for the students

#### **Case Work Management**

- Develop professional and engaged relationships with clients and other key stakeholders
- Conduct home-visits, hospital visits and visit to other social service agencies, psycho-social assessments, counselling, and practical assistance as applicable.
- Guide adoption of MOE recommended transition planning process in SPED school
- Participate in implementing the transition planning process
- Administrate various financial assistance/philanthropic schemes as applicable to benefit our clients

#### **Group Work**

- Develop, conduct and facilitate group therapy sessions to build social support systems and networks for targeted groups.
- Conduct caregivers' needs assessment, profiling and develop caregiver support programme



### **Community Work**

- Assist in the conduct of environmental scanning and assessment of community needs through data collection and the conduct of basic analysis
- Involve in Centre programmes such as the Parent Support Group (PSG) and activities to reach out and support the parents of clients and students.

### **Programme Development & Intervention**

- Assist in the development of programmes through data collection and basic analysis.
- Assist in implementation and promotion of programme to target client groups or other stakeholders/partners/agencies

### **Professional Development and Education**

- Seek out continuous learning opportunities such as participating in case review meetings. Ministry-level assignments, practice research and development to further develop skills and capabilities
- Share new practice knowledge with others to encourage a culture of learning and continuous improvements

### **Professional Leadership**

- Guide junior social workers in the delivery of services in order to ensure the adherence to Code of Ethics, Standard of Practice
- Supervise social work undergraduates in their internship programmes

Any other duties as may be assigned from time to time

### **JOB SPECIFICATIONS**

- Possess a degree in Social Work, preferably with 5–8 years of relevant experience
- Mid-career change professionals are welcome to apply
- Pro-active work attitude with good interpersonal, communication and organisational skills
- A team player who is able to work effectively and harmoniously within a multidisciplinary team setting
- Proficient in MS Office
- Able to work independently and effectively under pressure
- Having some experience with special needs children/adults would be an added advantage

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

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