



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

### **Job Description**

#### **Intake and Admission**

- Conduct family interviews for intake assessment prior to admission of students/clients.
- Conduct need assessment for families and attend to families' area of concern prior to admissions for the students/clients.
- Perform means-testing for students/clients and placement on SAAC subsidies and welfare programmes.

#### **Clinical & Case Work Management**

- Manage student/client through client engagement, information gathering, case assessment (BPSS, risk & needs assessment and other relevant assessment tools), case conceptualisation, case planning and intervention plans for best students'/clients' outcomes.
- Identify presenting/underlying issues so as to design a care plan to enhance/maintain and promote psychosocial functioning of students/clients.
- Conduct visits to school/centre, home or hospital to provide supportive counselling - Advocate for the protection of student's/client's dignity and rights.
- Document bio-data of students/clients in system for records, complete timely case documents (Case session recordings, follow-up recordings, risk and needs assessment, social reports, etc.).



### **Programme Development**

- Assist in the development of programmes through data collection and analysis.
- Assist in implementation and promotion of programme to target client groups or other stakeholders/partners/agencies.
- Group Work
  - Develop, implement, facilitate group therapy sessions to build resilient and better social support systems and networks for targeted groups (client and caregiver).
  - Conduct evaluation of the targeted programmes for service improvement.

### **Community Networking and Collaboration**

- Assist in the conduct of environmental scanning and assessment of community needs through data collection and the conduct of basic analysis.
- Collaborate with community partners and healthcare professionals in wholistic client management so as to mobilise community resources to meet client's needs.

### **Job Specifications**

- Possess a Bachelor Degree in Social Work / Graduate Diploma in Social Work, preferably with 2 – 4 years of relevant experience
- Experience in working with special needs children/adults would be an added advantage
- Mid-career change professionals are welcome to apply
- Fresh graduate may be considered
- Eligible for professional registration with SASW
- 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
- Able to work independently and effectively under pressure
- Proficient in MS Office

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.