



Job Title : Social Work Associate

Services : St. Andrew's Autism School/ St. Andrew's Adult Autism Services

Department : Allied Professional Support

Reports To : Head of Social Work

At **St. Andrew's Autism Centre (SAAC)**, we are more than just an organisation—we are united by a shared purpose: to enable persons with autism to lead dignified and meaningful lives. Our people are at the heart of this mission, and we are committed to fostering a supportive, enriching, and meaningful work environment that reflects our LIGHT values (Love, Integrity, Growth, Honour and Teamwork).

Job Description

Support professional practice in social work

- Respond to crisis situations based on organisation's standard operating procedures
- Support in identifying areas of improvement in models of care and service delivery based on evidence-based practices
- Support in data collection for research projects
- Support the implementation of standards of care, organisational health policies, procedures and programmes

Support department administration and operations

- Perform administrative duties such as taking minutes at all relevant meetings, handle phone calls and emails enquiries and monitor budget spending
- Provide all the necessary administrative and statistical duties related to all admissions matters from application to the students are admitted to the school such as
 - To schedule all the relevant interviews with parents
 - To collate all relevant reports and send it to the relevant parties
 - To collate and liaise with all relevant organisations such as SGenable, SPED Schools, other SSAs, MOE AND MSF with regards to admissions and transitions
 - To maintain admissions data in the Centre's Student and Client Management System for Means-testing duties
 - To support means-testing and financial assessments via income and expenditure
 - To administrate the Enabling Transport Subsidy means-testing scheme for St. Andrew's Autism School
 - To upkeep all the necessary administrative and statistical duties related to this scheme
 - To maintain and upkeep all the necessary data and record- keeping for this scheme for the purpose of submission to the relevant authorities such as SGenable, NCSS and MSF as required
 - To take on the liaison role in communicating with all parents and the Centre's appointed bus vendor with regards to the scheme
- Participate in quality improvement initiatives



- Conduct relevant audits in areas of job scope

Support casework

- Support needs and intake assessment
- Support financial assessment of families using the 'I&
- Support the evaluation of casework intervention processes and outcomes for improvements
- Support case and care planning and goal setting
- Support implementation of case and care plans and interventions
- Support information and referral for services

Support group work

- Support implementation of group work interventions
- Support the evaluation of group work intervention processes and outcomes
- Support preparation and planning of group work interventions

Support programmes

- Support evaluation of programmes
- Support development and planning of programmes
- Support implementation of programmes

Support transition planning

- Gathering of information on relevant resources and post-18 programmes to support graduates
- Support discussions with families of graduating clients to plan for their transition and forward plans

Support community development work

- Support evaluation of community development initiatives for improvements
- Support conduct of environmental scans and community need assessments
- Support coordination and pooling of community resources and services
- Support development and implementation of community development initiatives



ST. ANDREW'S AUTISM CENTRE

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Job Requirement

- Diploma in Social Work (or equivalent qualification)
- Genuine passion for working with persons with autism, or a strong interest in contributing to the disability sector
- Experience in a disability or special needs setting is a bonus
- A collaborative team player with good communication skills, able to work well in a multi-disciplinary team

Application Details

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.