



Job Title : Head of Allied Professional Support

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

Department : Allied Professional Support

Reports To : CEO, SAAC

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

Leadership and Management

- Lead and manage the Allied Professional unit, ensuring effective teamwork, communication, and collaboration among all members.
- Develop and implement strategic plans for the unit that align with the centre's strategic thrusts.
- Provide mentorship, guidance, and professional development opportunities for team members to enhance their skills and career growth.
- Conduct regular performance evaluations and provide constructive feedback to support continuous improvement.

Service Delivery and Coordination

- Oversee the assessment, planning, and delivery of allied health services to students, ensuring that interventions are tailored to individual needs.
- Collaborate with staff from all services (teachers, coaches, senior staff) to integrate allied health services into the educational/care environment.
- Ensure that all services provided by the unit are evidence-based, culturally sensitive, and in compliance with relevant regulations and best practices.
- Monitor the effectiveness of interventions and adjust strategies as needed to achieve optimal outcomes for beneficiaries.

Beneficiary and Family Engagement



- Work closely with beneficiaries, caregivers and families to ensure their active involvement in the planning and delivery of services.
- Provide education and support to families to help them understand and engage with the therapeutic processes.

Collaboration and Communication

- Foster a culture of open communication and collaboration within the AP team and with other departments in the centre.
- Serve as the primary point of contact for allied health services, representing the unit in meetings, case conferences, and other school-related activities.
- Collaborate with external agencies, healthcare providers, and community resources to ensure comprehensive support for students and their families.

Quality Assurance and Compliance

- Develop and implement quality assurance processes to monitor and evaluate the effectiveness of services provided by the unit.
- Ensure that all documentation, including assessments, reports, and treatment plans, is accurate, up-to-date, and compliant with school policies and regulatory requirements.
- Stay informed about current trends, research, and developments in allied health services, particularly in special education, and incorporate best practices into the unit's operations.

Budget and Resource Management

- Manage the unit's budget, ensuring the efficient allocation of resources to meet the needs of students and the school.
- Advocate for the necessary resources, including staffing, equipment, and materials, to support the delivery of high-quality allied health services.

Professional Development and Continuing Education

- Promote a culture of continuous learning within the unit by encouraging participation in professional development opportunities, workshops, and conferences.
- Stay abreast of new developments in allied health professions and ensure that the team is informed and trained on relevant advancements.



Job Requirement

- Master's degree in Speech-Language Pathology, Occupational Therapy, Psychology, Social Work, or a related field.
- Current professional licensure or certification in one of the allied health professions.
- 3-5 years of experience in a leadership role within an allied health or special education setting.
- Proven experience working with persons with autism in an educational setting.
- Strong leadership, management, and communication skills.
- Ability to work collaboratively within a multidisciplinary team and with external stakeholders.
- Knowledge of relevant laws, regulations, and best practices in allied health and special education.

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.