



## **ST. ANDREW'S AUTISM CENTRE**

(A service of St. Andrew's Mission Hospital)

1 Elliot Road  
Singapore 458686  
www.saac.org.sg  
enquiry@saac.org.sg  
T: 6517 3800 F: 6517 3801

St. Andrew's Autism Centre (SAAC) is an integrated centre for the education, training, and care of persons with autism and their families.

We operate a special school for children and youths diagnosed with autism from seven to 18 years old, and a Day Activity Centre (DAC) for the adults aged 19 years and beyond with moderate to severe autism.

We invite interested and qualified persons to join us to meet the physical, social, emotional and spiritual needs of our students and adult clients; to provide behavioural support, life skills training, family support and public education.

SAAC seeks to enable people with autism to lead dignified and meaningful lives.

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Ref: SAAC 24052017

### **LIBRARY ASSISTANT ST. ANDREW'S AUTISM SCHOOL**

#### **JOB DESCRIPTION**

- Execute day-to-day operations and administration of the library including but not limited to processing of loans/ returns and organising/ maintaining of library resources
- Ensure compliance of operation policies and procedures
- Assist in the review of operation policies and procedures if required
- Provide assistance to library users
- Support school curriculum and other learning programmes by collaborating with teaching staff and anticipating needs
- Responsible on the procurement of library resources and manage the book keeping of accounts (e.g. library usage and transaction statistics such as loan of materials)
- Plan and manage library budget , accounts and financial reports
- Explore and introduce programmes to support students' learning (e.g. Storytelling)
- Any other adhoc duties as assigned by supervisor

#### **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 2 years' 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 skill and good interpersonal skills
- Candidate who are seeking part timer may be consider



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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.