



Job Title : **Social Worker Associate**

Reports To : Head of Allied Health Professional/Senior Social Worker

Job Description

Admissions and Transitions

- To provide all the necessary administrative and statistical duties related to all admissions matters from application to the students are admitted to the school
- 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 VWOs, MOE AND MSF with regards to admissions and transitions
- To maintain admissions data in the Centre's Student and Client Management System

Means-testing Duties for Voluntary Welfare Organisation Transport Services (VWOTS)/ School Based Financial Schemes for SAAS clients

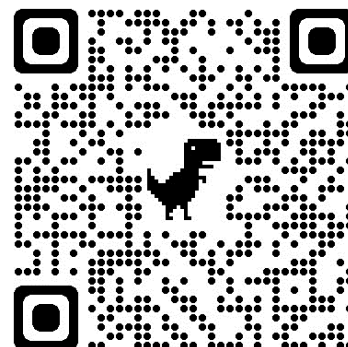
- To administrate the ETS means-testing scheme for SAAS
- To upkeep all the necessary administrative and statistical duties related to this scheme
- To maintain and upkeep all the necessary data and record- keeping for this scheme for the purpose of submission to the relevant authorities such as SGENable, 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

Administration and Programme Development

- To continuously improve on the existing administration structure of the department
- To take minutes at all relevant meetings
- Handle all phone calls and emails enquiries
- Handles yearly audit enquiries
- Monitors budget spending
- Co-work with social worker on cases
- Carry out Case Management
- Conduct Home Visit and Case recording
- Administering Financial Assistance Scheme

Job Specifications

- Diploma in Social Work will be considered
- Personable with effective communications skills (both verbal and written)
- Resourceful, self-motivated with problem solving and analytical skills
- Team player who is able to effectively communicate with staff of all levels
- Able to work on weekends and evenings when needed [when there are events]
- A passion to serve in special needs sector



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.