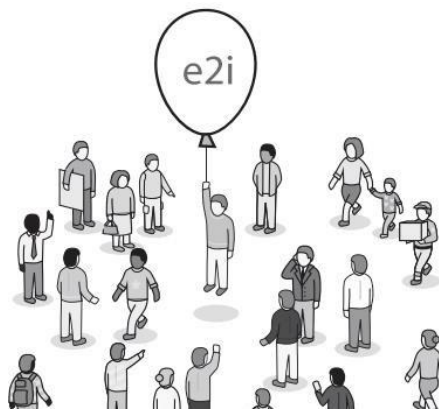


**SPD Recruitment Fair**  
**@ Tampines West CC**  
**5 Tampines Ave 3, Level 3 Room 7**  
**Singapore 529705**  
**27 April 2024**

**JOB LISTING BOOKLET**



As part of our effort to save the environment,  
please return this booklet at the exit after you  
have completed **all** interviews.

**About e2i (Employment and Employability Institute)**

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit [www.e2i.com.sg](http://www.e2i.com.sg)

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## #1 SPD (Serving People with Disabilities)

SPD is a local charity set up to help people with disabilities of all ages to maximise their potential and integrate them into mainstream society. Through over 20 programmes that encompass early intervention, therapy, vocational training, assistive technology, day care, as well as educational, employment and social service support, we serve people with physical, sensory and learning needs. Founded in 1964 by a group of Rotarian, we were known as Society for Aid to the Paralysed (SAP). In the earlier years, SAP provided employment opportunities at its sheltered workshop to people with disabilities who difficulties seeking open employment. We were renamed Society for the Physically Disabled (SPD) in May 1998 and subsequently to just SPD in July 2014 to better reflect the work that we do - serving people beyond physical disabilities.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>1. EIPIC Teacher (Early Intervention for Infants &amp; Children)</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Early Childhood/ Pre-School Teaching/ Early Years/ Special Education, with relevant teaching experience.</li> <li>• Advanced Diploma in Early Childhood Intervention (Special Needs) will be preferred.</li> <li>• Good communication and interpersonal skills.</li> <li>• Experienced in working with young children using English as a medium of instruction.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the developmental needs of the children and plan Individual Educational Programme (IEP) and Progress Report (PR) to address the needs of the children in the assigned classes.</li> <li>• Manage or chair case conference discussions with parents, caregivers, teachers and therapists/ Allied Health Professionals (AHPs).</li> <li>• Plan, facilitate and evaluate quality intervention strategies, developmentally and culturally appropriate classroom activities, experiences and environments for the children through the lessons.</li> <li>• Monitor, assess, record and report development and progress of the children. Reporting is necessary for home visit, centre visit, discharge and Special Education (SPED) application.</li> <li>• Conduct individual and group activities (including field trips) for the children.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.00am to 5.30pm</li> <li>• Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Conduct home visits and centre visits along with other staff members of the professional team.</li> <li>• To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms.</li> <li>• To cover classes/ sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes.</li> <li>• To monitor attendance of children and ensure proper health check and temperature taking of the children.</li> <li>• To work in close liaison with the staff members of the professional team that includes other teachers, teacher aides and therapists/ AHPs.</li> <li>• To guide Assistant Teachers/ Teacher Aides in executing intervention and development strategies in collaboration with parents, caregivers, other teachers and therapists/ AHPs.</li> <li>• To guide parents and caregivers in executing intervention and development strategies for the children.</li> <li>• To maintain regular contact or communications with parents and caregivers through the various communication modalities such as the communication book, electronic systems or applications, telephone and emails.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• To report any accident or injury, that may occur to a child, to the Reporting Manager, and to record it in the Incident/Accident Record Book.</li> <li>• To conduct sharing or training on topics related to teaching during in-house teacher training sessions, and topics relevant to caregivers during caregiver support programme.</li> <li>• To be involved in networking with other community organisations.</li> <li>• To participate in events organised / supported by SPD or research projects as assigned.</li> <li>• As assigned from time to time by Assistant Director/ Director of Children Services Division and Chief Executive Officer of SPD.</li> </ul>	
<b>2. EIPIC Assistant Teacher (Early Intervention for Infants &amp; Children)</b>	<ul style="list-style-type: none"> <li>• At least 5 'O' Level incl. EL1 or Higher NITEC in Early Childhood/Full GCE 'A' Level/ Polytechnic Diploma in any domain/ Certificate in Education (Special Education)/ Advanced Certificate in Early Childhood Care &amp; Education/</li> <li>• Good communication and interpersonal skills.</li> <li>• Ability to work as team player.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with developing the Individual Educational Programme (IEP) and Progress Report (PR) with functionally appropriate child developmental understanding to address the needs of the children in the assigned classes.</li> <li>• Work closely with the Trans-Disciplinary team of professionals to design, implement and conduct both individual and group intervention plans (including fieldtrips) that actively engaging child in a naturalist environment under guidance.</li> <li>• Coordinate case conference discussions with parents, caregivers, teachers and Allied Health Professionals (AHPs).</li> <li>• Execute intervention and development strategies in</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.00am to 5.30pm</li> <li>• Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>collaboration with caregivers and the Trans-D team in the family centred approach.</p> <ul style="list-style-type: none"> <li>• Observe and document the development and progress of children using behaviours descriptors (BDs). Reporting is necessary for home visit, centre visit, discharge and Special Education (SPED) application.</li> <li>• Co-conduct Routine-Based Conversation during home visits and centre visits with the Trans-D team.</li> <li>• To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms.</li> <li>• To cover classes/sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes.</li> <li>• To monitor attendance of children and ensure proper health check and temperature taking of the children and prompt recording in PSMS.</li> <li>• To maintain regular and consistent communication with parents and caregivers through the various communication and modalities such as Little Lives and any other electronic systems (i.e. MS Teams), communication book, telephone and emails.</li> <li>• To report any accident or injury, that may occur to a child, to the Reporting Manager or Senior teacher,</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>and to record in the Incident/Accident Record Book.</p> <ul style="list-style-type: none"> <li>• Ensures compliance of established policies and procedures set within the programme.</li> <li>• Be responsible to and liaise with the Director, Manager and other senior staff in all matters pertaining to administration.</li> <li>• Engages in administrative duties relevant to departmental works.</li> <li>• Maintains inventory of the equipment and resource materials for the programme.</li> <li>• As may be assigned from time to time by Director, Children Service Division and Chief Executive Officer, SPD.</li> </ul>	
<p><b>3. Administrative Executive</b></p>	<ul style="list-style-type: none"> <li>• Degree/Diploma holder or relevant knowledge and at least 2 years' experience of administrative roles</li> <li>• Excellent interpersonal and communication skills</li> <li>• Strong analytical and problem-solving skills</li> <li>• Diligent and organised with ability to multi-task while paying close attention to details and prioritizing to meet deadlines.</li> <li>• Sensitivity to confidential matters may be required.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Centre Manager and other key staff in overseeing the administration and ensuring the smooth operation of Continuing Therapy Programme (CTP).</li> <li>• Manage the general administration of the programme in the areas of database management and financial management.</li> <li>• Ensure timely and accurate reporting of all yearly reports and musters to internal and external stakeholders.</li> <li>• Respond through email/phone/meetings to the various stakeholders' queries regarding administrative processes.</li> <li>• Prepare or assist with the preparation of scheduled and/ad-hoc reports pertaining to the programme.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.00am to 5.30pm</li> <li>• Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Assist in the implementation of established operational policies and procedures within the programmes.</li> <li>• Assist in periodical revision of administrative processes (SOP) when necessary.</li> <li>• Assist in maintaining the documentation needed to support the CARF accreditation.</li> <li>• Assist the Centre Manager in maximising the clients' schedule to ensure the efficient usage of the slots.</li> <li>• Assist to consolidate data and do simple reports on trends to support the Manager in the long-term planning of the programme.</li> <li>• Provide guidance to the Administrative Assistant to ensure smooth running of operations in the programme, if applicable.</li> <li>• To provide coverage for other Admin Executive / Assistant's duties as and when needed, so as to ensure the smooth running of all programmes in Children Services at all times.</li> <li>• Interact with caregivers face-to-face, on the phone, and through email on a regular basis and manage each case in the best interests of the programme and the client. Ensure periodic updates of caregiver / client information in relevant databases.</li> <li>• Understand caregiver's needs, provide relevant information and address caregiver's queries in a professional and friendly manner.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Serve as the point of direct administrative contact and liaise with external institutions such as KKH, NCSS, SSAs, when needed.</li> <li>• Participate in Quality Improvement (QI) projects and workgroups in the programme, where needed.</li> <li>• Assist the Centre Manager in providing information (policies and procedures, etc.) to new staff (interns, volunteers) in the programme.</li> <li>• As may be assigned from time to time by Centre Manager, Assistant Director or Director, Children Services.</li> </ul>	
<p><b>4. Speech Therapist</b></p>	<ul style="list-style-type: none"> <li>• Masters or Degree in Speech Therapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore)</li> <li>• Eligible for registration as Speech Therapist under the Allied Health Professions Act 2011 in Singapore.</li> <li>• Good communication and interpersonal skills.</li> <li>• Fluency in local languages will be an advantage.</li> <li>• At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists.</li> <li>• Experience in management and multi-agency collaboration will be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programmes.</li> <li>• Conduct individual or group therapy to ensure client outcomes.</li> <li>• Participate in public education/outreach to build an inclusive society.</li> <li>• Keep abreast of the latest research and development in speech therapy and be involved in networking with hospitals and other community organisations.</li> <li>• Take on supervisory and administrative roles in addition to clinical work.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.00am to 5.30pm</li> <li>• Various locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>5. Occupational Therapist</b>	<ul style="list-style-type: none"> <li>• Masters or Degree in Occupational Therapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore)</li> <li>• Eligible for registration as Occupational Therapist under the Allied Health Professions Act 2011 in Singapore.</li> <li>• Good communication and interpersonal skills.</li> <li>• At least 5 years of relevant working experience, including one year of clinical supervision to practicing Occupational Therapist.</li> <li>• Experience in management and multi-agency collaboration will be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programmes.</li> <li>• Conduct individual or group therapy to ensure client outcomes.</li> <li>• Participate in public education/outreach to build an inclusive society.</li> <li>• Keep abreast of the latest research and development on occupational therapy and be involved in networking with hospitals and other community organisations.</li> <li>• Take on supervisory and administrative roles in addition to clinical work.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.00am to 5.30pm</li> <li>• Various locations</li> </ul>
<b>6. Physiotherapist</b>	<ul style="list-style-type: none"> <li>• Masters or Degree in Physiotherapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore)</li> <li>• Eligible for registration as Physiotherapist under the Allied Health Professions Act 2011 in Singapore.</li> <li>• Good communication and interpersonal skills.</li> <li>• At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists.</li> <li>• Experience in management and multi-agency</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a wide range of services to our partners in the community sector.</li> <li>• Identifying the needs of individual clients so that appropriate rehabilitative treatment may be provided.</li> <li>• Work with clients on a one-to-one or group basis based on the level of function and severity of the disability of the clients.</li> <li>• Involved in conducting public education/outreach in certain programmes.</li> <li>• Keep abreast of the latest research and development on physiotherapy and be involved in networking with hospitals and other community organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.00am to 5.30pm</li> <li>• Various locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	collaboration will be an advantage.	<ul style="list-style-type: none"> <li>Take on supervisory and administrative roles in addition to clinical work.</li> </ul>	
<b>7. Social Worker</b>	<ul style="list-style-type: none"> <li>Degree or Postgraduate Diploma in Social Work or Counselling.</li> <li>Relevant experience in the fields of Early Intervention/Special Education or social services is preferred.</li> <li>Professionals that are accredited as a social worker/social service practitioner (RSW/RSSP) with SASW are preferred.</li> <li>Good communication and interpersonal skills.</li> <li>Patient, positive and passionate about working with children with special needs and their families.</li> <li>Works effectively both as an individual and as part of a trans-disciplinary team.</li> </ul>	<ul style="list-style-type: none"> <li>Establish rapport and build professional relationship with client and caregivers.</li> <li>Conduct intake and needs assessment during first contact and screening to ascertain the level of complexity, key risks and protective factors of the case and prepare for necessary intervention that includes information and referral and basic counselling services to help clients and caregivers.</li> <li>Plan, organise and lead the caregiver's orientation programmes for new enrolments in the programme.</li> <li>Conduct and administer appropriate financial assessment and assistance.</li> <li>Provide appropriate intervention and supportive counselling to the families of children attending early intervention.</li> <li>Participate actively in case discussions and case conferences within a trans-disciplinary setting.</li> <li>Work closely with other Early Intervention (EI) professionals to come up with a holistic family-centred intervention plan.</li> <li>Conduct home and school visits with other early intervention professionals whenever necessary.</li> <li>Prepare case history information, psychosocial assessment, social work intervention plans.</li> <li>Plan, organise and lead transition planning briefings</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8.00am to 5.30pm</li> <li>Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>and actively follow up with parents and external stakeholders on application to SPED/mainstream schools or transition to the next stage of education.</p> <ul style="list-style-type: none"> <li>• Document and maintain case files and prepare reports according to the required documentation standard.</li> <li>• Conduct referral and closure of cases upon achieving sustainable service outcome for clients.</li> <li>• Plan, develop and conduct psycho-educational training and group work for children, caregivers and other EI professionals.</li> <li>• Plan and conduct caregiver and parent support group programmes.</li> <li>• Plan and conduct orientation programmes for new entrants and transition briefings for graduants.</li> <li>• Lead or participate in collaborations efforts with external stakeholders such as preschools, SPED, primary schools and community partners.</li> <li>• Participate in developmental programs and supervision for personal and professional growth &amp; development in accordance with the National Social Work Competency Framework (NSWCF).</li> <li>• Network with other professionals in the EI and disability sector.</li> <li>• Maintain minimum requirements for accreditation and renewal membership with relevant professional associations.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>8. Social Work Associate</b>	<ul style="list-style-type: none"> <li>• Recognised Diploma in Social Work (Social Sciences) or WSQ Diploma in Social Service</li> <li>• Possesses good communication and interpersonal skills</li> <li>• Good working knowledge of word processes and computer skills</li> <li>• A good team player</li> <li>• Those with prior experience will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in providing interventions and programmes, performing community development work and uplifting the professional practice in social work.</li> <li>• Coordinate casework, group work and community development activities and programmes, supporting community events and performing administrative functions.</li> <li>• Perform stakeholder engagement and partnerships</li> <li>• Participate in social work practice across disciplines</li> <li>• Support in building rapport and professional relationships with clients and significant other</li> <li>• Conduct casework</li> <li>• Provide Information and Referral services</li> <li>• Support needs and intake assessments such as conducting Means Testing, financial assessments, conducting home visits, etc.</li> <li>• Provide support to Social Workers on case and care planning and interventions</li> <li>• Conduct and prepare social report to apply for financial aids and apply necessary financial schemes to help clients</li> <li>• Prepare case notes and documents</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.00am to 5.30pm</li> <li>• Various locations</li> </ul>
<b>9. Psychologist</b>	<ul style="list-style-type: none"> <li>• At least a recognised Master's degree in Educational or Clinical Psychology.</li> <li>• Preferably, the psychologist should be registered, or eligible in the near future for registration, with the</li> </ul>	<ul style="list-style-type: none"> <li>• To organise and undertake psycho-educational assessment of clients as appropriate.</li> <li>• To develop and implement appropriate intervention strategies to address clients' developmental/</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.00am to 5.30pm</li> <li>• Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Singapore Psychological Society (SPS) as a Registered Psychologist (Singapore).</p> <ul style="list-style-type: none"> <li>• Good communication and interpersonal skills with demonstrated ability to build relationships.</li> <li>• Good organisation and planning skills.</li> </ul>	<p>learning/emotional/ behavioural issues.</p> <ul style="list-style-type: none"> <li>• To participate in admissions screening of EIPIC applicants.</li> <li>• To support clients throughout the EIPIC continuum, including out-of-centre placements.</li> <li>• To provide consultation to support stakeholders (e.g., family and staff) in management of clients' developmental/ learning/emotional/ behavioural issues.</li> <li>• To support teachers in developing/implementing/ monitoring clients' IEPs.</li> <li>• To Conduct Psychological Assessments for Special School Placements</li> <li>• To maintain up-to-date records of psychologist's assessment/intervention with clients, and consultation with families/staff/other stakeholders.</li> <li>• To work closely with other EIPIC staff and clients' parents/caregivers.</li> <li>• To conduct training for SPD staff, parents/caregivers on appropriate topics, as needed.</li> <li>• To submit reports, logs and assessment reports, etc., as required.</li> </ul>	

## #2 e2i services

### e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

## Concerned about your Job Security in this period?

In this critical period, we wish to help all workers to tighten their job security. We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

### Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.

<https://e2i.com.sg/app>



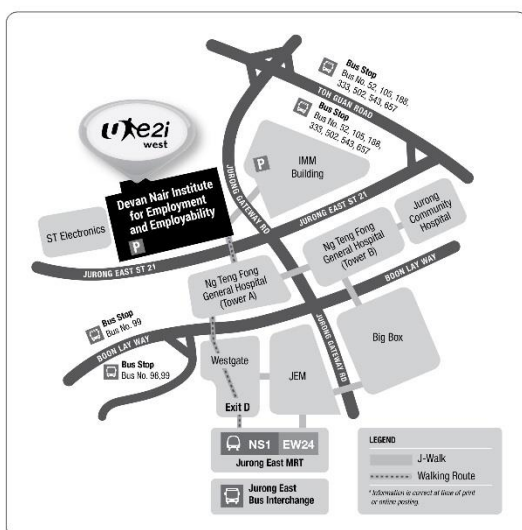
### You can also reach them at the following centres (By appointment only):



#### e2i west

Devan Nair Institute of Employment and Employability  
80 Jurong East St 21 Level 2  
Singapore 609607

**Operating Hours:** Monday till Friday:  
9am to 5pm  
Saturday: 9am to 1pm  
Sunday & Public Holiday: Closed



### **NTUC Job Security Council's Telegram Channels**

Be alerted daily on the latest job vacancies from hiring companies.

- Subscribe to **PMET Jobs-Alert**  
(e.g. Analysts, Engineers, Executives, Technicians, etc)

<https://bit.ly/jsc-ja-pmet>

- Subscribe to **Non-PMET Jobs-Alert**  
(e.g. Temporary, part-time jobs, operators, packer roles)

<https://bit.ly/jsc-ja-nonpmet>

