

## DYSLEXIA ASSOCIATION OF SINGAPORE

### ORGANISATION PROFILE

Join a rapidly growing organisation that has over 250 full time employees and operates from 14 centres and other locations in Singapore!

The Dyslexia Association of Singapore (DAS) provides a continuum of services for children with dyslexia, their parents, mainstream teachers and other professionals in the field of dyslexia in Singapore.

### JOB DESCRIPTION

Position	Referral Reading Officer
Division/Branch	SpLD Assessment Services

### RESPONSIBILITIES

Be part of a team that is the leader in the assessment and diagnosis of children for dyslexia and other specific learning differences and direct them to the necessary support and guidance that will help them achieve their true potential in life!

#### Dyslexia in Singapore

It is estimated that there may be up to 23,000 children with dyslexia in Singapore Preschools, Primary and Secondary Schools. While the enrolment for the DAS Main Literacy Programme presently stands at over 3,000, we are still merely touching the tip of the iceberg. There are thousands of students with dyslexia who need to be identified and helped. The DAS is expected to expand in size and scope correspondingly.

#### SpLD Assessment Services

The DAS SpLD Assessment Services (SAS) division conducts psychological assessments to diagnose students who have dyslexia and other related learning difficulties. The assessments include detailed discussions with parents on the child's developmental and educational histories, and selecting relevant tests to determine the issues. DAS Psychologists subsequently refer these students to the DAS' services or to other professionals for more specific assistance. Each year, over 1,000 Preschool, Primary and Secondary students are assessed by DAS Psychologists.

**The Referral Reading Officer (RRO) is responsible for providing assessment and administrative support to the SpLD Assessment Services (SAS) team.**

- Answers queries (for example telephone, email and walk-in queries) on admissions and psychological assessments, and refer to the Administration Manager where necessary.
- Screens individuals who might be at risk of dyslexia.
- Facilitates admissions process in registration, referral reading, preparing letters, placement of children into the DAS programme.
  - Receives all referrals for psychological assessments and placements, enter details into the Student Management System (SMS) and forward to the Psychologists for their action.
  - Requests and follow up with reports from external agencies.
  - Assists in screenings and concluding sessions.
  - Prepares and records all documents to disseminate to all learning centres for student placements.
- Any other duties as assigned.

All successful candidates have to sign a one-year bond. You will be converted to regular employment with good performance after one year.

## COMPETENCIES

### Personal Competencies (Core) :

- Interpersonal skills (written, spoken)
- Communication skills (written, spoken)
- Ability to work well in a team
- Positive learning attitude and pleasant disposition
- Dependability and responsibility

### Technical Competencies (Skills) :

- Microsoft Office

## REQUIREMENTS

### Education:

- Minimum Diploma (specialisation in Psychology would be advantageous)

### Experience:

- Candidates with direct relevant experience are welcomed to apply

### Other Skills & Knowledge:

- Strong administrative skills
- Able to multi-task and adapt to changing work environment
- Being conversant in more than one language is favourable

## WORKING HOURS

DAS staff have to work when our clients are available. All staff work 44 hours a week and are expected to be flexible in their working days and this includes Saturdays and Sundays.

## SALARY AND BENEFITS

Starting salary will be within the range of \$1800 - \$2200 (depending on experience).

After probation, the successful candidate will also receive annual leave of 14 days, dental and other benefits. Staff will be entitled to medical benefits while on probation. The DAS also awards training incentives to deserving staff.

## LEARNING AND SUPPORT

On the job training and guidance will be provided.

## APPLICATION DETAILS

All interested applicants are to submit the following as part of their application

1. DAS Employment Application Form, duly completed (form can be downloaded from the Careers page of our website)
2. Resume

Email the above submissions to [jobs@das.org.sg](mailto:jobs@das.org.sg) by **26 May 2019**.

Only shortlisted candidates will be contacted.