



MINDS HI-JOB! JPJS



Hi-Job! is a Job Placement, Job Support (JPJS) programme implemented by MINDS to assist Persons with Intellectual Disability (PWIDs) attain & sustain employment.

JOB MATCHING & SUPPORT SERVICE

1

Career Profiling:

Assessment of client's job readiness and suitability for open employment.

2

Job Matching:

Based on Team Hi-Job!'s recommendations and client's capabilities.

3

Work Assessment:

Clients are placed on a working assessment to assess their suitability for the job.

4

Job Placement & Job Support:

After a successful emplacement, Job Placement Executives will partner with employer to support each client for 1 year.

JOB SUPPORT FREQUENCY

1st & 2nd day of work:	1st month:	2nd - 4th month:	5th - 12th month:
Full Shift	Once a week	Fortnightly	Once a month

5

Graduation:

Approaching each client's 1-year milestone, Job Placement Executives set a support handover with employers and caregivers.

OUR CLIENTS



- Our clients have Intellectual Disability, mainly characterized by a measure of their intelligence quotient, as well as limitations in their adaptive functioning (including academic, social and practical functioning)

For clients to join Hi-Job!, they have to be:

- **Singapore Citizen or PR**
- **At least 16 years of age**
- **An independent traveler**
- **Independent in self care**

JOB PLACEMENT EXECUTIVE'S ROLES

- Employment Negotiation
- Interview Coaching
- Workplace Analysis
- Conflict Resolution
- Counselling

BUSINESS HOURS

- Monday - Thursday : 8.30AM - 6PM
- Friday : 8.30AM - 5.30PM
- Weekends & Public Holidays : Closed

CAREGIVER'S ROLE



Ensure punctuality

Know your care recipient's job schedule and ensure they leave home on time.



Provide emotional support

Working can be stressful, Lend your care recipient a listening ear when needed. Ask about their day at work.



Understand your care recipient's job tasks

Our Job Placement Executives might need your help to practice certain work related skills with your care recipient at home.



Be kind & respectful to Job Placement Executives

They have your care recipient's best interest at heart. Trust them and ask questions if you are unsure.

ALTERNATIVES TO OPEN EMPLOYMENT & OTHER RESOURCES

- **SG Enable Adult Services Applications (Employment Development Centre/ Training & Development Centre)**
Sheltered workshops provide a structured and well-supported training curriculum to prepare PWIDs for open employment. SG Enable connects families with training providers who nurture, train and prepare clients for open employment

MINDS Me Too! Club

MINDS Me Too! Club has a series of weekly activities serving PWIDs and their families.

Email: mtc@minds.org.sg

WhatsApp: 8905 0965

MINDS Caregivers Support Services

MINDS Caregivers Support Services support caregivers through talks, activities, support groups and other resources.

Email: cssc@minds.org.sg

Telephone: 6547 8503