



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

COMMUNICATING WITH PWIDS



- Treat them as adults
- Be sensitive to their feelings, using an encouraging rather than correcting tone
- Use short and simple sentences. Avoid using abstract language
- Give them time to understand what you have said and to respond
- Check for understanding by asking questions
- Demonstrate rather than provide verbal instructions if they do not comprehend

EMPLOYER'S ROLES

- Introduce new employees to all co-workers and familiarise them with the amenities.
- Inform new employees of their immediate supervisors/co-workers' contact information.
- Provide training opportunities relevant to their job scope.
- Brief them on emergency procedures (e.g. fire escape routes).
- Supervisors are encouraged to assign the new employee a buddy to shadow for the first few weeks.
- Buddies should demonstrate steps one at a time and have the new employee repeat the steps.
- Buddies can slowly step back when the new employee has achieved adequate level of independence.



Induction



Assign a buddy

SUPPORT AVAILABLE FOR EMPLOYERS (IF APPLICABLE)

Please visit : <https://www.sgenable.sg/your-first-stop/hiring-employment/employers/employ> for more information.



Workplace intergration

- Prepare co-workers to work with new employees with ID by sharing their condition, work abilities and how to communicate with them.
- Encourage co-workers to actively involve them in activities like lunch. Include them in all meetings, company events and special recognition events.