



Inclusive society. Enabled lives.

SG Enable is an agency dedicated to enabling persons with disabilities. We assist persons with disabilities and their caregivers/families to live more enriching and independent lives through empowering them via timely access to information and referral services, grants and support schemes, as well as enhancing their employability and employment opportunities. We also engage the community, stakeholders and public to bring about changes for persons with disabilities to become integral members of an inclusive society.

We are looking for energetic and dynamic individual to join us in this journey as:

Assistant Manager/Senior Executive, Hospital to Work

OVERALL JOB RESPONSIBILITY

You will provide case management services to enable persons who acquired disabilities to be better prepared for and transit into employment. You will conduct outreach and work closely with multiple stakeholders such as employers to facilitate sustainable inclusive hiring practices and enhance the employment options for persons with disabilities. You will also manage transition to work programmes, develop SOPs, collaterals and publicity materials.

DUTIES & RESPONSIBILITIES

- Case manage clients, devise and establish support strategies and structure to enable clients to secure and retain in employment
- Help clients to leverage on their support network, e.g. co-workers, caregivers and community to address and resolve work-related concerns
- Impart social and soft skills to clients to facilitate their integration and improve their performance at the work place
- Engage employers to promote inclusive hiring, market our programmes and services for placement of clients with employers
- Work with Government Ministries, Hospitals, VWOs and relevant agencies to address challenges and facilitate transition of persons with disabilities to employment
- Reach out to Hospitals and relevant agencies to create awareness of programme
- Manage and address stakeholders' concerns and achieve a win-win
- Develop SOPs, collaterals and publicity materials for programmes
- Undertake other roles as and when required

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- Diploma or Degree holder in Social Work, Psychology or Healthcare
- At least 5 years of working experience in social services, healthcare services or public services preferred
- Ability to work with tight deadlines and is strong with follow up
- Adaptable to changing circumstances and versatile to take on other roles when called upon
- Have strong problem solving skills, communication and interpersonal skills
- Proficient in other languages beyond English (i.e. Mandarin, Malay)
- Proficient in Outlook, MS Word, Excel, Powerpoint

We regret that only shortlisted candidates will be informed. Please state in your detailed resume:

- 1) Current and expected salary, and annual package
- 2) Reason for leaving current employment (if applicable)