



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:

Senior Executive/ Executive (Job Coach)

OVERALL JOB RESPONSIBILITY

You will work with special education graduates to facilitate their transition to work. You will design and implement support strategies to enable special education graduates with different disabilities profile (intellectual disabilities, autism spectrum disorder or multiple disabilities) to integrate into their workplaces and retained in employment independently. You will also work closely with other key stakeholders such as employers, co-workers, caregivers, support network, to help the special education graduates/persons with disabilities (PWDs) to secure and sustain employment.

DUTIES & RESPONSIBILITIES

- Coach and support PWDs to learn and perform in their job. This will include working closely with the PWDs, their employers and supervisors to understand the job requirements and expectations
- Provide recommendations on necessary workplace and process modifications to assist PWDs in job assimilation and tasks performance
- Design and implement job support strategies and services to the PWDs to enhance their job performance and ensure sustainability. The job coach is expected to get to know and understand job roles of the PWDs so as to assist the PWDs to perform their job tasks
- Work with PWDs and their support network to help PWDs sustain employment e.g. co-workers and caregivers to address and resolve work-related concerns
- Impart social and soft skills to PWDs as part of work preparation
- Provide training and advisory to PWDs' employers, supervisors, co-workers as part of building natural support
- Submit reports regularly and contribute to briefing materials for updates to caregivers and employers
- Undertake other company activities and roles as and when required

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- Diploma or Degree holder in any discipline
- Possess at least 3 years of working experience in social service, education or human resources
- Experience in the disability sector would be advantageous
- Adaptable to changing circumstances and versatile to take on other roles when called upon
- Ability to analyse and problem solve
- Have strong communication and interpersonal skills
- 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 salaries and annual package
- 2) Reason for leaving current employment (if applicable)