

Contacts to Recruit Persons with Disabilities:

There are several recruitment services offered by government and private sectors:

Department of Labour (SPOKU)

Department of Labour has a special placement service called SPOKU (Sistem Penempatan Orang Kurang Upaya) as a part of "Jobs Malaysia" service. See: Jobs Malaysia: www.jobsmalaysia.gov.my, SPOKU: <http://jcs.mohr.gov.my/oku/>

OKU Job Net

Jobstreet in cooperation with NGOs and University runs a special recruitment service called "OKU Job Net". It is free of charge to advertise job vacancies at this service. See: www.okujobs.com.my

Social Security Organisation

Return to Work Department

19th Floor, Menara Perkeso, 251, Jalan Ampang, 50538, Kuala Lumpur.

Contact Person: Gayathri Vadivel / Suriana Md. Hamil

Tel: 03-42645737 Fax: 03-42574603

Several Non-Governmental Organizations also provide employment support services:

Malaysian Federation of the Deaf

No. 6-13A, Menara KLH, Bandar Puchong Jaya, 47170 Puchong.

Contact Person: Wan Zuraidah Abu

Tel: 03-80709308/8930 Fax: 03-80761090 Email: epekak@pd.jaring

www.mfd.org.my

Malaysian Association for the Blind (MAB)

Kompleks MAB, Jalan Tebing, Off Jalan Tun Sambanthan 4, Brickfield

Contact: Job Placement Unit, ext. 122, 175 and 173

Tel: 03-22722677 Fax: 03-22722676 Email: mablind@po.jaring.my

www.mab.org.my

Malaysian Care (Learning Disabilities)

(contact details see above)

Selangor Cheshire Home (Learning & Physical Disabilities) Malaysian

7.5mile, Jalan Ipoh, 68100 Batu Caves, Selangor.

Contact Person: Mazayu bi Kasan

Tel: 03-61385685/61366151 Fax: 03-61363573

Email: selangor_cheshire@hotmail.com

www.cheshire.org.my

Beautiful Gate Foundation for the Disabled (Physical Disabilities)

29, SS2/59, 47300 Petaling Jaya, Selangor.

Contact person: Ivy Pua

Tel: 03-78736579/78758609 Fax: 03-78758609

Email: info@beautifulgate.org.my

Website: www.beautifulgate.org.my



You can also obtain comprehensive list of NGOs from "Malaysian Care Service Directory for People with Disabilities in Malaysia": www.malaysiancare.org (see "online Directories")

For More information about Job Coach

Please contact to Job Coach Network Malaysia.

Job Coach Network Malaysia is a network of trained Job Coaches in Malaysia. It was established in 2007 as a part of the "Project to Support Participation of Persons with Disabilities", which was implemented by the Department of Social Welfare Malaysia and the Japan International Cooperation Agency (JICA).

Contact:

Job Coach Network Malaysia

c/o Department of Social Welfare,

19th Floor, Menara Tun Ismail Mohd Ali, Jalan Raja Laut, 50562 Kuala Lumpur.

Contact person: Wan Fadlina Wan Husain / Yeo Swee Lan / Sharifah Hafizah

Tel: 03 2616 5660 Fax: 03 2691 7473 Email: info@jobcoachmalaysia.com

www.jobcoachmalaysia.com

JOB COACH SERVICE

– The Key Toward Sustainable Employment for Persons with Disabilities –

This brochure provides information on:

- Success stories of employing Persons with Disabilities.
- Benefits for employers who hire Persons with Disabilities.
- How Job Coach promotes sustainable employment for Persons with Disabilities.



Job Coach Network Malaysia

Success Stories of Employing Persons with Disabilities

People with disabilities in fact have the capacity to positively contribute in the Malaysian work force. Many companies have benefited by employing them. Here are **some testimonies** from employers...

“We have employed more than 100 Persons with Disabilities in the last 4 years, and what surprised us was that their retention rate is much better than persons without disabilities. Some of them have been promoted to become supervisors. Our company have also benefited from the annual double income tax deduction entitled to employers who hire Persons with Disabilities.”

(Human Capital Development Senior Manager, retailing company)

“We were apprehensive about their performance at work in the beginning. But once they have got used to the work and with the support of a Job Coach, they have proven to be very hardworking and loyal employees in our company.”

(HR officer, manufacturing company)

“We have employed more than 50 persons with disabilities and they are good workforce to us. We certainly want to employ more people with disabilities. We have decided to train our HR staffs as Job Coaches.”

(HR manager, retailing company)

What is Job Coach (JC)?

Job Coach = Bridge

Job Coach is not a “coach”

JC is not a mere “coach” in its narrow sense such as trainer for Persons with Disabilities. The role of a JC is to be a bridge or intermediary to connect Persons with Disabilities and companies by providing support for both parties throughout the process of employment.

These are the primary key features of Job Coach Service. Hiring Persons with Disabilities is an investment for an employer who utilizes Job Coach which can help to their bottom line and productivity.

Benefits for Employers Hiring Persons with Disabilities

For Employers

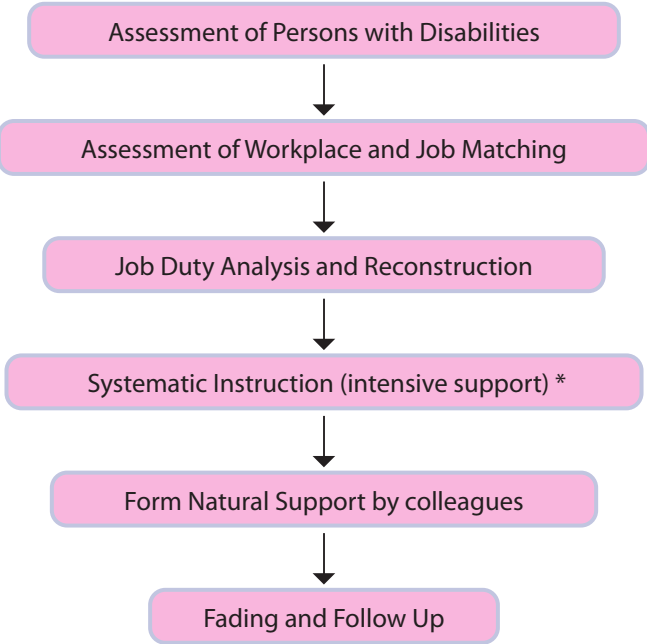
Employers are entitled to claim double income tax deduction and other deductions. _See: Income Tax Act 1967, P.U. (A) 73/1982, 61/1992, and sub-section 34(6) (e & n).

Employers are also eligible for financial assistance to apply for Job Coach services (including to train your staffs as Job Coaches) from the Human Resource Development Fund (HRDF) under the SBL Scheme. See: “Financial Assistance for Training for Persons with Disabilities or Job Coach” (www.hrdf.com.my, go to “circular”, then find “Employers Circular No. 3/2010”)

For Persons with Disabilities in employment

Employees with disabilities who earn less than RM1,200 per month are entitled to receive an allowance (Elaun Pekerja Cacat: EPC) of RM 300 per month from the Department of Social Welfare.

Job Coach Process



* Systematic Instruction

Productivity is a big concern for every employer. However, when an employer is willing to change the way the work is organised, measures can be taken to ensure that the person with disability delivers work of good quality using a support service or support person who is better known as a Job Coach. The ‘Systematic Instruction’ is a scientific teaching method - a component within the Job Coach system that is designed to help both the employers and Persons with Disabilities by meeting their needs. In this component, the Job Coach is responsible to understand the work demands of the company and to design the work demands in a systematic manner in which the work can be taught to the Persons with Disabilities. The Job Coach does not only guide the Persons with Disabilities in making sure that the task is completed effectively but ensures that the Persons with Disabilities will continue to be able to perform the job without the absence of the Job Coach or the support person.

The following organisations provide Job Coach Services to companies:

Job Coach Network Malaysia
(contact details see the last page)

Malaysian Care
No.15, Jalan 3/146, Metro Centre, Bandar Tasik Selatan, 57000 KL
www.malaysiancare.org Contact Person: Clarissa Chang
Tel:03-90582102 Fax:03-90584057 Email: psn@malaysiancare.org

Job Coach Training Courses for HR staffs:

Job Coach Network conducts an Introductory Course (3days) and a Standard Basic Job Coach Course (5days). We can also provide specially designed training packages such as Disability Equality Training (DET), and Disability Awareness Seminars upon request.

Following NGO also provides trainings:
Intowork Melaka
55-1, Jalan SP 4, Taman Semabok Perdana, Semabok 75050 Melaka
Contact Person: Ms. Pam Anand / Mr. Geoff Warner
www.systematicinstruction.org
tel:06-2865572 fax:06-2865570 Email:joyworkshopmelaka@gmail.com