

Vocational Center for Persons with Disabilities

What is the Vocational Center for Persons with Disabilities?

It offers a series of support from consultation on employment to follow-up after being employed in close linkage with the public employment security office and various organizations in the fields of welfare, medicine and education to persons with disabilities and their employers.



In order to receive our consultation:

You can visit our office or contact us by phone directly, but also you can send in your request through the public employment security office or the office from which you are receiving consultation. (Please make an appointment in advance, if possible, when you want to have our consultation.)

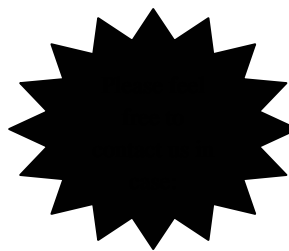


It is not necessary that you have an identification booklet when you want to use our office. Your confidentiality will be strictly kept.

Any service you receive at our Center is **FREE OF CHARGE**.



What sort of consultation can I receive?



A person with disability

- ★ What types of job are suited for me?
- ★ I am concerned about whether I will be adapted to the workplace after being employed?
- ★ I cannot stay at the same work for a long time.
- ★ I have some problems although I am now employed.

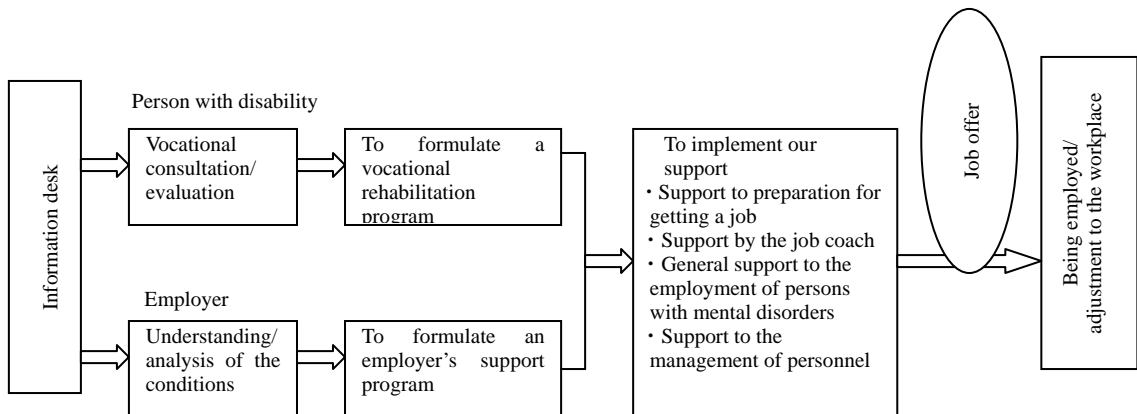


Employer

- ✦ I am thinking of hiring persons with disabilities. But I do not know much about what they are able to do or what considerations should be taken in the management of their employment.
- ✦ I have hired a person with disability, but I am at a loss what to do with some problems.



Flow of the use of our Center



Support to vocational preparedness



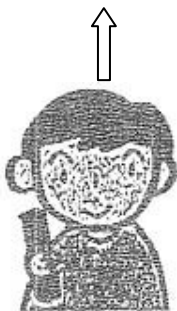
We provide support to the person with disability who wants to work or return to his/her previous work according to an individual curriculum constituted of a combination of the following programs tailored specifically for the needs of each person by using the work training room and the independence support room.

We start the support **ANY TIME**. The duration of our support extends over a period of from **two weeks to 12 weeks** depending upon the conditions of each person.

Content of our support

Support in the work training room

- ☆ To grasp the vocational aptitude and the person's strong points and weak points in finding a job through letting him/her try various types of work
- ☆ To give support to the person to build the basic physical strength and cultivate concentration and "basic work habits" which are required at a workplace through working for a long period of time
- * Basic work habits
 - To understand the meaning, purpose and role of working
 - Rules and manners at the workplace
 - Basic ability to carry out work (concentration, sustaining power and physical strength, etc.)
 - Human relations skills at the workplace (how to answer, question and report, etc.)



Training curriculum for vocational preparation

We provide support in order to obtain knowledge and skills necessary for getting a job through a talk on profession, social skill training (SST), visits to the office and work experience at work (job tryout).

- * Content of the talk on profession (example)
 - Readiness as a worker, how to find a job and rules at work, etc.
- * Content of SST (example)
 - Practice of job interview, how to write a resume and etc.
 - Responses at the workplace (a polite way to say no, how to respond when admonished, etc.)

Curriculum to support the independence of the person with mental disability

We offer our support to improve skills in social life through social skill training, experience in a simple work and recreation activity.

***Communication skill training**

To teach how to communicate to build good human relationships at work

***Experience in a simple work and recreation activity**

Support to make the person to grow accustomed to being in a group of people through the activity in which he/she gets involved in relationships with other people

Support by the Job Coach



This support is given to a person with disability who wants to work or go back to his/her previous work or the office that wants to hire or has hired such a person. The job coach offers carefully-thought-out support in specific scenes at the workplace so that the person will be accepted smoothly and stays in the company.

What is the job coach?

Generally a person will have anxiety over his/her new job when he/she starts working for the first time or move to a new workplace. An office that accepts a new person also undergoes the similar experience. After he/she has begun to work or the office has accepted a new person, both may encounter new problems or anxieties. The job coach gives supports in specifics in order to alleviate such anxieties and problems harbored by both sides.

Duration of the support

It stretches over a period of from one month to seven months and the exact duration depends upon the conditions of each person and each office. (In general, it ranges from two months to three months.)

Time to start the support

There are three stages:

1. Before starting the work (during the trial period)
2. At the same time with the beginning of work
3. After having started the work



Support system

A counselor and two job coaches form a group to give the support.

Content of the support

- To the person with disability
 - Support to carry out the work smoothly
 - Support to build proper human relationships at a workplace
 - To give advice and information about living outside the company as a worker
- To the family
 - Advice and suggestions concerning measures and methods to support the occupational life of the person
- To the people of the office
 - Advice for understanding correctly the features of the disorder
 - Advice and suggestions concerning the job contents and effective teaching methods
 - Advice on personnel management (working conditions, safety and mental health, etc.)

Others

☆ No wage shall be paid to the person during the support period prior to the start of employment.

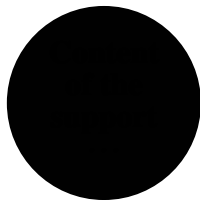
☆ Remuneration fee for cooperation shall be paid to the office during the support period prior to the start of employment.

Comprehensive employment support to persons with mental disabilities



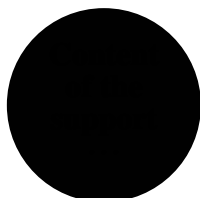
Under this system, a wide range of carefully-thought-out support is offered to a person with mental disabilities and the company that intends to hire him/her in collaboration with his/her doctor. Such support is provided at all stages including return to work, employment promotion and employment renewal by using various systems.

Support to employment promotion (To a person who wants to find a job and the employer who intends to employ a person with mental disability)



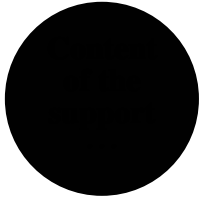
- To the person who wants to find the first job (or the second job)
 - Support to improve social skills (support curriculum for independence)
 - Support for adaptation to the workplace (Support by the job coach)
- To the employer who intends to employ a person with disability
 - Advice and suggestions concerning the management of personnel including an employment plan
 - Support to alleviate and adjust a variety of specific concerns and issues concerning the employment (Support by the job coach)

Support to return to work (to a person in temporary retirement who wants to return to work and to the employer who plans to re-hire the person)



- To the person who is in temporary retirement or layoff and wants to return to work
 - Adjustment towards return to work (adjustment with the doctor)
 - Support for stage-by-stage preparation towards return to work
- To the employer that plans to accept the person's return to work
 - Coordination towards the person's return to work (coordination with the industrial doctor and the person in charge)
 - Advice and suggestions concerning the management of the person towards his return to work

Support to employment renewal (To a person who is working and to an employer who hires a person with mental disorder)



- To the person who works
 - Advice and support concerning problems at and anxiety about the workplace (support by the job coach)
- To the employer who employs a person with mental disorder
 - Support to alleviate and adjust a variety of specific problems which have manifested themselves at work related to the management of personnel (Support by the job coach)

Support to the management of personnel/

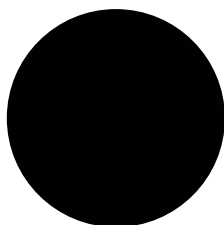


We offer professional and effective consultation concerning the personnel management of persons with disabilities in collaboration with experts in various fields in the region.

Content of the support

- * Issues to be considered when a person with disability is hired
- * Issues to bear in mind in personnel management such as the features of disabilities
- * Jobs and assignment
- * Education/capacity development:
- * Welfare, safety and health management
- * Development of in-company education concerning the employment of persons with disabilities and human environment that accepts them
- * To improve the work environment and equipment
- * Use of prosthetics
- * To improve the procedure of operations

- ① It is hard to visualize the features of disabilities.
- ② We have no knowledge on what type of environment (tangible and intangible) should be prepared before accepting a person with disability.
- ③ We do not know how to deal with a person with disability.
- ④ We do not know what type of jobs should be given to a person with disability.
- ⑤ We do not know how to give instructions to a person with disability.
- ⑥ A person does not come to work frequently but the reason is not clear.
- ⑦ The ability has gone down and it is necessary to assign a new job, but we do not know what type of job is suited for him/her.



Service charge?

No charge



Experts who give support

Persons with professional experiences in the fields of medicine, building and welfare engineering and persons experienced in labor management in the company