

# 視障人士輔助就業支援服務申請表格

## Application Form of Supported Employment Service for Visually Impaired Persons

姓名 Name : \_\_\_\_\_

性別 Gender : 男 M / 女 F

出生日期 Date of Birth : \_\_\_\_\_

身份證號碼 ID No. : \_\_\_\_\_ ( )

聯絡電話 Contact No. : \_\_\_\_\_

電郵 Email : \_\_\_\_\_

地址 Address : \_\_\_\_\_

視力狀況 Visual condition :

低視能 Low vision  失明 Totally blind

### 申請方法 How Apply

1. 申請人可致電 2337 2736 與職員預約面談；
2. 填妥表格後，電郵eo@hkbu.org.hk或傳真 2338 7850 至本中心；
3. 經機構轉介。

如有疑問，請致電 2337 2736 與本會職員聯絡。

1. Applications can be made by calling 2337 2736 ;
2. Submit completed application form via email to eo@hkbu.org.hk or fax to 2338 7850 ;
3. Referrals from other agencies.

For enquiry, please call us at 2337 2736.

### 關於我們 About Us

香港失明人協進會成立於1964年，是香港首個由視障人士組織及管理之自助團體，致力發揮視障人士的自助及互助精神，宗旨是實現視障人士的平等、機會和獨立。

Hong Kong Blind Union was established in 1964. It is the first self-help organization founded and managed by people with visual impairment in Hong Kong. It aims at promoting the spirit of self-help and mutual-help as well as striving for equality, opportunities and independence for people with visual impairment.



### 聯絡我們 Contact Us

電話 Phone : (852) 2337 2736

傳真 Fax : (852) 2338 7850

電郵 Email : eo@hkbu.org.hk

地址 Address : 香港九龍觀塘翠屏村翠櫻樓地下13-20號  
Unit 13-20, G/F, Tsui Ying House, Tsui Ping Estate, Kwun Tong, Kowloon, Hong Kong

開放時間 Opening Hours :

星期三、四及五下午一時至晚上九時

星期一、六及日 上午十時至晚上六時

星期二及公眾假期休息

Wednesday, Thursday & Friday 1:00 pm – 9:00 pm

Monday, Saturday & Sunday 10:00 am – 6:00 pm

Closed on Tuesday and Public Holidays

# 輔助就業服務 SUPPORTED EMPLOYMENT SERVICE

- 為視障人士發掘公開就業機會
- To assist visually impaired persons (VIPs) in getting open employment
- 提供就業支援及相關服務予視障人士
- To provide employment support and relevant services to VIPs
- 協助視障人士發揮所長
- To help VIPs develop their full potential

## 服務對象 (視障人士)

### Service Target (Visually Impaired Persons)

年滿15歲，有公開就業動機的視障人士

Persons with visually impairment who are aged 15 or above, and are intended to acquire open employment.

### 服務內容 Service Content

- 就業配對
- 借用及協助申請購置就業相關的輔助儀器
- 提供支援服務，包括在職訓練和督導，以及向各學員、其家屬及僱主提供與職業有關的輔導及意見
- Job matching
- Lending and assisting to apply funding for purchasing assistive aids in workplace
- Providing supportive services including on-the-job coaching and supervision, job-related guidance and advice to the trainees, their family members and the employers

### 申請方法 How to Apply

費用全免，可經機構轉介或致電2337 2736登記。查詢請致電或電郵與本會職員聯絡。

Services are free of charge. Applications can be made by calling 2337 2736. Referrals are also accepted. For enquiry, please call or email us.

### 退出服務方法 Withdrawal from Service

任何輔助就業服務使用者如欲退出服務，須以書面方式向本會職員提出，約需一個月時間完成手續。

Clients who wish to withdraw from the service have to notify the staff of Blind Union in writing. The processing time will take about one month.



## 服務對象 (僱主)

### Service Target (Employers)

## 服務內容 Service Content

- 📁 就業配對
- 📁 個案跟進
- 📁 工作環境視察
- 📁 提供就業培訓及督導服務予受聘的視障僱員
- 📁 借用及協助申請購置就業相關的輔助儀器
  
- 📁 Job matching
- 📁 Case follow-up
- 📁 Assessment of working environment
- 📁 On-the-job coaching and supervision services for the visually impaired employee
- 📁 Lending and assisting to apply funding for purchasing assistive tools



## 通用工作間 Universal Workplace

一個理想的工作空間是可讓不同人士無障礙地使用。只要在環境設計以及設施提供上考慮到不同僱員的需要，通用工作間就在這裡。

A Universal Workplace, with considerate environmental design and provision of suitable assistive aids, can entertain the needs and provide sufficient support to the employees whoever they are.

## 環境設計 Environmental design

視障人士對環境要求與健視人士相若，只要通道有足夠空間及保持暢通、物品整齊擺放及固定有序，視障人士很快就可適應到新的工作環境。

Visually impaired persons can easily adapt to a new working environment where is tidy and in a good order of stuff.

## 提供輔助工具 Provide Assistive Aids

視障人士只要配合一些輔助器材如讀屏軟件、屏幕放大軟件及點字顯示器，就可以如健視人士一樣使用電腦和閱讀。

With provision of suitable assistive aids such as screen reading software, screen magnifying software and braille display, visually impaired persons can use computer and technology device as sighted people do.



## 僱主心聲 Employer's View

我在2014年參與了香港失明人協進會的籌款活動，從中發現視障人士的能力比預期高。當時洗衣店有兩個空缺，分別是文職及前線店務員崗位，遂透過協進會聘用兩位視障同事。其後在2015年9月，我們創辦另一個新洗衣店品牌 Sunshine 24 時，便決定再聘用視障人士為前線員工，讓視障人士不只做一些辦公室的支援角色，而是可獨當一面做到最前線的客戶服務工作，大大拓寬視障人士的就業空間。

I realized that the ability of the visually impaired persons is higher than what we expected since joining a charity event at Hong Kong Blind Union (the Union) in 2014. We then hired 2 visually impaired persons through the Union to fill-in a back office and a frontline post in our company. When another laundry "Sunshine 24" was newly developed by our company in September 2015, we decided to hire visually impaired persons as frontline staff. We believe visually impaired persons are not only suitable for supportive work in back office, but also can perform very well in frontline services.

江麗萍女士 集團總監  
陽光洗衣便利有限公司

Ms Apple Kong Group Director  
Sunshine Laundry Convenience Store Co. Ltd.



如 貴公司有意聘用視障人士，可填妥以下表格後傳真予本中心。

If your company is interested in employing visually impaired persons, please fill in and then fax the following form to us.

### 香港失明人協進會 Hong Kong Blind Union

#### 職位空缺表格 Job Vacancy Form

傳真號碼 Fax No. : 2338 7850

電郵 Email : eo@hkbu.org.hk

機構名稱 Company Name :

地址 Address :

聯絡人姓名 Contact Person :

電話 Tel No. :

電郵 Email :

聘請職位 Vacancy Title :

工作內容簡介 (可選多項)

Job Duties (can choose more than one) :

文書工作 Clerical Work  客戶服務 Customer Service

資訊科技 IT  社會服務 Social Service

其他 Others :

職位要求 Entry Requirement :

工作時間 Working Time :

工作地點 Place :

薪金 Salary :