

就業支援服務

THE EMPLOYMENT SUPPORT SERVICES (EmSS)

社會福利署委託非政府機構協助推行就業支援服務，並轉介健全的綜合社會保障援助申請人予營運機構接受就業支援服務。

The Social Welfare Department commissions non-governmental organisations to assist in implementing the Employment Support Services and refers able-bodied Comprehensive Social Security Assistance applicants / recipients to operating agencies for receiving employment support services.



就業輔導
Employment counselling



個人化及針對性的就業支援服務
Tailor-made and focussed employment support services



就業選配
Job matching



就業後支援服務
Post-employment support services

■ 計劃目的

社會福利署(社署)委託非政府機構為營運機構協助推行就業支援服務。該計劃的目的是透過營運機構，提供以家庭為基礎的綜合就業支援服務，協助年齡介乎15至64歲、身體健全而申領綜合社會保障援助(綜援)的失業人士及最年幼子女年齡介乎12至14歲的綜援單親家長和兒童照顧者(以下統稱服務使用者)克服就業障礙，增強受僱能力，使他們能找到有薪工作，繼而達致自力更生。

■ 服務使用者

年齡介乎15至64歲、身體健全而申領綜援的以下人士*：

- (一) 失業或每月從工作中所賺取的收入或工作時數少於社署所定標準的人士；或
- (二) 最年幼子女年齡介乎12至14歲的單親家長和兒童照顧者。

*年齡介乎60至64歲而申領綜援的健全成人可按意願接受就業支援服務，即若他們沒有接受服務，也不會受罰則影響。

■ 營運機構提供的服務

(一) 個人就業支援服務

營運機構會為服務使用者提供以下切合個人需要的就業支援服務：

- 定期與服務使用者晤談並提供就業建議；
- 協助服務使用者訂立個人求職計劃並定期作出檢討；
- 協助服務使用者取得最新的勞工市場、職位空缺及再培訓課程的資訊，並為他們安排就業選配；
- 透過社工服務加強對服務使用者的支援；
- 評估服務使用者的需要並提供個人化及針對性的就業支援服務；
- 評估服務使用者的需要以安排他們接受其他合適的就業支援服務及考慮轉介服務使用者接受福利服務；
- 為最年幼子女年齡介乎12至14歲的綜援單親家長和兒童照顧者提供照顧子女的資訊；以及
- 向成功就業的服務使用者提供最少三個月的就業後支援服務，以協助他們持續工作。

(二) 短暫經濟援助

社署已委託營運機構為有需要的服務使用者提供及時的經濟援助，以協助他們應付在尋找工作期間或就業初期與就業相關的開支，包括接受個人化及針對性就業支援服務時的交通費等。

■ 查詢

如欲查詢有關就業支援服務的詳細資料，可致電(2343 2255)或傳真(2763 5874)至社署部門熱線或電郵至 swdenq@swd.gov.hk，亦可向就近的社會保障辦事處查詢或聯絡營運就業支援服務項目的機構。營運機構的地址、電話號碼及電郵地址已夾附於本小冊子。

■ PROJECT OBJECTIVE

The Social Welfare Department (SWD) commissions non-governmental organisations as operating agencies to assist in implementing the Employment Support Services (EmSS). The aim of the EmSS is to provide integrated employment support services on a family basis to assist the unemployed able-bodied Comprehensive Social Security Assistance (CSSA) applicants / recipients aged 15 to 64 and single parents and child carers on CSSA with their youngest child aged 12 to 14 (thereafter collectively referred to as service recipients) to overcome work barriers, enhance employability and seek paid employment to become self-reliant.

■ SERVICE RECIPIENTS

Able-bodied CSSA applicants / recipients aged 15 to 64* who are:

- (1) unemployed or with monthly earnings or working hours less than the prescribed level set by the SWD; or
- (2) single parents and child carers with their youngest child aged 12 to 14.

*Able-bodied CSSA adults aged 60 to 64 may receive the employment support services on a voluntary basis and will not be subject to sanction if they do not receive the services.

■ SERVICES PROVIDED BY THE OPERATING AGENCIES

(1) Individualised employment support services

Operating agencies will provide service recipients with personalised employment support services as follows:

- conducting interviews with the service recipients regularly and providing advice on seeking employment;
- assisting the service recipients to develop personalised action plans to seek employment and review the plans regularly;
- assisting the service recipients to obtain up-to-date information on the labour market, job vacancies and retraining courses as well as arranging job matching for them;
- strengthening support for the service recipients through social work service;
- assessing the needs of the service recipients and providing them with tailor-made and focussed employment support services;
- assessing the needs of the service recipients and arranging them for receiving other appropriate employment support services and to consider referring service recipients for welfare services;
- providing information on child care to single parents and child carers on CSSA whose youngest child is aged 12 to 14; and
- providing post-employment support services for at least three months to assist those service recipients who have secured employment to sustain employment.

(2) Temporary financial aid

The SWD commissions the operating agencies to provide timely financial aid to service recipients in need to assist them to meet employment-related expenses when seeking employment or at the early stage of their employment, including travelling expenses to receive tailor-made and focussed employment support services, etc.

ENQUIRIES

For enquiries about the EmSS, please contact the SWD's Departmental Hotline by phone at 2343 2255, by fax at 2763 5874 or by email to swdenq@swd.gov.hk. You may also approach the nearest Social Security Field Unit for enquiries or contact the operating agencies running the EmSS. The address, telephone number and email address of the operating agencies are attached to this pamphlet.

