



醫護行者 Health In Action

Health In Action Limited

(Ref:202103SEM/SW)

Position Title: Social Worker (Full Time)

(Carrying the title of "Social Engagement Manager")

Brief Description of Health In Action:

Health In Action (HIA) is a non-profit making humanitarian organization with the vision to eliminate health inequity in societies. Our team comprises of multidisciplinary healthcare professionals and we aspire to drive social change through cycles of service, research, and advocacy. We believe health is a fundamental human right and provide support based on health needs, irrespective of race, religion, gender or political affiliation.

Position Summary

The overall role of the Social Engagement Manager is responsible the overall management of the Community Health Management Hub and the newly establish facility "Lunch Space". It includes setting up of the Lunch Space, service planning and provision, execution of administrative and operational procedures, and effectively deliver primary health care services to the working poor and workers in Kwai Tsing.

Job Descriptions:

- Responsible for the establishment, planning, operation and evaluation of the Lunch Space and enhancement of the Hub services to meet the healthcare needs of working population and residents in Kwai Tsing district.
- Coordinate and work with different stakeholders and teammates in operating the Hub and the Lunch Space.
- Provide support on social work interventions when needed or referred by the teammates.
- Establish, promote and facilitate the use of community health resources for our service users.
- Liaise with stakeholders such as Government departments, NGOs, community groups, funders, business sectors and individuals on matters relating to health projects, promotion of primary health care services, funding application and collaboration opportunities.
- Assist the Executive Director to monitor and follow the budget plan, oversee and evaluate the daily operation of the Hub and the Lunch Space to carry out quality, effective and efficient operation.
- Work with the Head of Healthcare Services and Community Development Manager in developing annual service plan for target groups, conduct periodic review, and prepare progress report to the donors and Board of Directors.
- Supervise the operation team of the Hub and the Lunch Space in its daily operation.
- Provide professional advice and/or training to internal and external parties.
- Undertake any other duties as assigned by HIA.

Qualifications:

- Degree holder in Social Work with at least 5 years of relevant working experience, or associate degree in social work with at least 8 years in Community development service or Healthcare service.
- Registered under Social Workers Registration Ordinance.
- Working experiences with project management or center management would be an advantage.

Preferred Attributes:

- Excellent communication skills and willing to work in a diversify and multi-cultural environment.
- Active, independent, mature, self-motivated, flexible, passionate in community engagement and a good team player.
- Well versed in common computer applications such as Word, Excel and PowerPoint.
- Proficiency in spoken and written English, Mandarin and Cantonese.

Application Deadline: 19 February 2021 or until the position is filled

Please send your resume with expected salary to:

Room 901-902, Millennium Trade Centre, 54-56 Kwai Cheong Road, Kwai Chung or email to hia@hia.org.hk

The data collected will be used for recruitment purpose only.