



## Health In Action

(Ref:202106/FTI2.0/HOC)

### **Position Title: Operation Coordinator (Community Health Management Hub)**

(Carrying the title of “Hub Operation Coordinator”)

#### **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.

#### **Job Descriptions:**

#### **Key Responsibilities:**

- The primary role of the Hub Operation Coordinator is responsible for the management and operation of the Community Health Management Hub, promotion of Community Health Resources to service users and assist in the coordination of Hub service supports and operations, as well as proper execution of administrative and operational procedures.
- Implement, monitor and evaluate the Hub services including the design of project scope, objective and timeline, partnering approach, manpower and financial resources etc.
- Establish detailed event-design, including promotion approach, event model, survey design, communication material design, event evaluation design, manpower and volunteer recruitment, resources allocation and procurement.
- Act as person-in-charge of the pre-event, on-site and post-event of the Hub.
- Monitor Hub service delivery, ensure quality service provision, and continuous improvement in project and event management of the Hub.
- Promote, enhance, and facilitate the use of community health resources of our service users.
- Liaise and coordinate with training agencies or other NGOs or community groups or professional volunteers to organize health training projects and courses for service users.
- Coordinate and work with health care teammates in running the services in Hub.
- Assist Social Engagement Manager to monitor services and operations in the Hub; and meet the objectives, outputs and outcomes requirements of the project.
- Assist Social Engagement Manager in ensuring that procedures of procurement and financial handling are adhered with the Policy and Guidelines of HIA.
- Supervise Operation Officer.
- Undertake any other duties as assigned by HIA.

#### **Requirements:**

- University graduate or above; preferable in social work, social science, community health, public health, or other health-related discipline
- Registered Social Worker preferred
- A minimum of 4 years working experiences in health-related Centre operations with supervision role and 2 years relevant experience in primary healthcare services is advantageous
- Self-initiative, multi-tasking, flexible, excellent interpersonal skills, and direct experiences in project management
- Proficient in spoken and written English, Mandarin and Cantonese
- Proficient in Microsoft office

**Application Deadline: 9 June 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](mailto:hia@hia.org.hk)

The data collected will be used for recruitment purpose only.