



Health In Action

(Ref:202210/FTI2.0/SEC)

Position Title: Social Engagement Coordinator

Brief Description of Health In Action:

Health In Action (HIA) is a non-profit organization and registered charitable organization in Hong Kong since its establishment in 2011. Our vision is to achieve health for everyone in the society. We are a team of multidisciplinary healthcare professionals comprising pharmacist, physiotherapist, nurse, dietitian, nutritionist, social worker, health coach and public health researcher. We aspire to promote a healthy city in Hong Kong through cycles of service, research, advocacy, and nurture.

Kwai Tsing Community Health Management Hub

Kwai Tsing Community Health Management Hub is a primary healthcare programme comprising social and medical services. It provides “one-stop” health management service to the citizens in Kwai Tsing district, aiming at enhancing the health knowledge and ability to self-manage disease.

Key Responsibilities:

- The primary role of Social Engagement Coordinator is responsible for the management, promotion and operation of the healthy lifestyle programs for our target group and healthy restaurants campaign, and act as person-in-charge of the pre-event, on-site and post-event of the programs and campaign.
- Co-work with other teams to implement, monitor and evaluate the healthy lifestyle programs including the design of project scope, objective and timeline, partnering approach, manpower and financial resources etc.
- Co-work with other teams in connecting with partner restaurants of the neighborhood and work on the healthy restaurants campaign.
- Facilitate the promotion of hub space for lunch, tea, dinner to target groups, like workers of this locality.
- Liaise and connect with external partners including NGOs or community groups to organize healthy lifestyle programs.
- Assist in the coordination of Hub service supports and operations, as well as proper execution of administrative and operational procedures.
- Assist Social Engagement Manager to monitor healthy lifestyle program and healthy restaurants campaign in meeting the objectives, outputs and outcomes, and to compile statistics and progress for the project report.
- Assist Social Engagement Manager in ensuring that procedures of procurement and financial handlings are adhered with the Policy and Guidelines of HIA.
- Supervise Social Engagement Officer.
- Undertake any other duties as assigned by HIA.



Requirements:

- Degree holder or above with 3 years of working experience; preferable in social work, social science, community health, public health, or other health-related discipline
- Working experience in healthcare service, community health practice or project management is advantageous
- Independent, self-initiative, attentive, multi-tasking, flexible, excellent communication, interpersonal and problem-solving skills, and experience in project management
- Strong command of written and spoken Cantonese, Putonghua and English
- Proficient in Microsoft office

Application Deadline: 31 October 2022 or until the position is filled

Please send your resume with expected salary to:

Unit 5B1-2, Wing Cheung Industrial Building, 58-70 Kwai Cheong Road, Kwai Chung or email to hia@hia.org.hk

The data collected will be used for recruitment purpose ONLY.