



## Health In Action

(Ref:202305/FTI2.0/SEO)

### **Position Title: Social Engagement Officer**

#### **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. You can also visit our website <https://hia.org.hk> for further information.

#### **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:**

- Assist Social Engagement Team to manage and operate the healthy lifestyle programs and healthy restaurant campaign.
- Assist in detailed program design, including promotion approach, rundown, communication materials, pre- and post evaluation, manpower planning, and volunteer recruitment, resources allocation.
- Assist in design and production of program materials.
- Assist in networking and communication with target groups and develop good relationships and address service needs with them.
- Manage proper execution of administrative and operational procedures including procurement and financial handlings for the programs.
- Act as person-in-charge of the pre-event, on-site and post-event of the programs.
- Assist in the coordination of Hub service supports and operations.
- Compile program statistics, progress and expenses for project report.
- Maintain proper and systematic filling.
- Perform other administrative tasks as assigned.
- Undertake any other tasks as assigned by HIA.

**Requirements:**

- Degree holder with 1 year of working experience; or Associate Degree / Higher Diploma holder with 3 years working experience
- Working experiences in healthcare service or community health practice is advantageous
- Independent, self-initiative, attentive, multi-tasking, flexible, excellent communication, interpersonal and problem-solving skills
- Strong command of both written and oral English and Chinese including Putonghua
- Proficient in Microsoft office

**Application Deadline: 30 June 2023 or until the position is filled, whichever is earlier.**

Interested candidates please send your cover letter, resume, current & expected salary, and earliest availability to:

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

**Personal Information Collection Statement**

Data collected will only be used for application processing. Applicants not contacted by Health In Action within four weeks from the application may assume that their applications are unsuccessful. All personal data collected will be kept for a period of 12 months from the application closing date, and will be destroyed thereafter.