



Health In Action

(Ref:202309/FT12.0/PW)

Position Title: Programme Worker

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> or our Facebook <https://www.facebook.com/HIAHK/> for further information on HIA.

Kwai Tsing Community Health Management Hub

Kwai Tsing Community Health Management Hub ("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 Community Development Manager and team to manage and operate the community development projects.
- Assist in 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.
- Compile service statistics for project report
- Perform other administrative tasks as assigned
- Undertake any other tasks as assigned by HIA

Requirements:

- Degree holder; or Associate Degree / Higher Diploma holder, preferable in social work, social science, community health, public health, or other health-related discipline
- Independent, self-initiative, attentive, multi-tasking, flexible, excellent communication, interpersonal and problem-solving skills
- Strong command of written and spoken Cantonese, Putonghua and English
- Experiences in graphic design (Canva, Adobe Illustrator) is advantageous

Job Highlights:

- 5-day work, with 45 work hours with including lunch
- Close to Kwai Hing Station (5-minute walk distance)
- We offer a competitive remuneration package including:
 - 15-day annual leave, increasing 1 days per year
 - Study leave
 - Birthday leave
 - Maternity /Paternity leave
 - Marriage leave
 - Compassionate leave
 - Family care leave
 - Training allowance



Application Deadline: 15 Oct 2023 or until the position is filled, whichever is earlier.

Please send your cover letter, resume with expected salary, and earliest availability to:

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