



Health In Action

Position Title: Project Manager (Ref:202501/DHC_HCC/PM)

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. Our transdisciplinary team includes nurses, physiotherapists, pharmacists, dietitian, nutritionists, social workers, public health officers and health coaches. We aspire to promote a health city in Hong Kong through cycles of service, research, advocacy, and training. You can also visit our website <https://hia.org.hk> or our Facebook <https://www.facebook.com/HIAHK/> for further information on HIA.

Brief Description of the Healthy Compassionate Community Project

Healthy Compassionate Community is a two-year project that leverages the Asset-based Community Development (ABCD) approach to enhance community health in Kwong Fai Circuit. The initiative focuses on identifying and incubating key community stakeholders, transforming them into valuable community assets. By fostering connections among these stakeholders, the project aims to promote health through a variety of group programs, engaging community activities and targeted health campaigns.

Additionally, Health In Action's transdisciplinary team, along with dedicated volunteers, will operate street booth services to provide accessible health information and resources directly to the community. This comprehensive strategy not only empowers residents but also strengthens community ties, fostering a collaborative environment that prioritizes health and well-being.

Key Responsibilities:

- Lead a project in collaboration with social workers and nurses to identify and cultivate community stakeholders as valuable assets for health promotion.
- Collaborate with a transdisciplinary team and community stakeholders to design, implement, and evaluate health promotion initiatives and activities.
- Provide training for volunteers and community assets, focusing on group work interventions.
- Establish networks among the incubated community assets.
- Manage and analyze data, conduct literature reviews, and prepare comprehensive reports.
- Undertake additional duties as assigned by HIA delegates.

Requirements:

Professional Summary

- Registered Social Worker with over 3 years of experience in community development and organizing.
- Proven track record in leading teams to implement community development projects using the Asset-Based Community Development approach.

Core Competencies

- Relationship Building: Strong ability to establish and maintain rapport with clients.
- Team Coordination: Demonstrated a sense of coordination and teamwork.
- Community Engagement: Self-motivated, flexible, and passionate about community engagement, complemented by strong interpersonal skills.
- Cultural Competence: Open to working in diverse and multicultural environments.

Technical Skills

- Proficient in common computer applications, including Google Workspace, Canvas, and MS Office.
- Excellent spoken and written proficiency in both Chinese and English.

Availability

- Available for a 5-day work week, including 1-2 night shifts until 9 PM on weekdays and 1-2 weekend shifts per month.

Job Highlights

- Full-time position: 5-day work (45 work hours including lunch)
- Workplace location: Close to Kwai Hing MTR Station (5-minute walk distance)
- We offer a competitive remuneration package including:
 - 15-day annual leave (increasing 1 day per year)
 - Study leave
 - Birthday leave
 - Maternity /Paternity leave
 - Marriage leave
 - Compassionate leave
 - Family care leave
 - Training allowance
 - Medical & dental subsidy scheme

Application Deadline: 5 February 2025 or until the position is filled, whichever is earlier

Interested candidates may send their resume, current & expected salary, and the earliest availability 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 of the application may assume that their applications are unsuccessful. All personal data collected will be kept for 12 months from the application closing date and will be destroyed thereafter.