



Health In Action

Position title: Community Health Officer (Ref:202503/CHO/HLL)

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, dietitians, 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.

Job Description:

- Conduct health assessments and screenings, providing healthy lifestyle advice to service users in both outreach and center settings.
- Design and implement health promotion and lifestyle modification programs, including diet and exercise workshops, tailored to client needs and guided by the community physiotherapist or dietitian.
- Ensure client safety during activities, classes, and gym sessions.
- Facilitate communication among target service users, caregivers, and support groups.
- Manage walk-in, phone, and email inquiries in outreach and center environments.
- Handle scheduling and service referrals efficiently.
- Compile service and activity statistics and assist in maintaining information management systems.
- Produce public health communication messages and educational materials focused on health promotion and risk reduction.
- Collaborate with external stakeholders, including restaurants, workplaces, and schools, to promote community health initiatives.
- Undertake additional duties as assigned by HIA.

Requirements:

Qualifications:

- University degree in social sciences, public health, community health practice, counseling, or a related field preferred.
- Certification in personal training, running coaching, stretching and flexibility, meditation, body awareness, cooking, nutrition, or as a physiotherapy assistant is a plus.

Experience:

- Previous experience in a community health setting is desirable.

Skills:

- Strong ability to build and maintain rapport with clients.
- Self-motivated, adaptable, and passionate about stakeholder engagement.
- Demonstrated initiative and capability to work independently.
- Highly organized, flexible, and able to multitask effectively.
- Excellent communication and interpersonal skills, with a strong problem-solving aptitude.

Language Proficiency:

- Fluency in written and spoken Cantonese, Putonghua, and English.

Technical Skills:

- Proficient in standard computer applications, including Google Workspace, Canvas, and Microsoft Office.
- Experienced in utilizing online media for health information dissemination.

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: 19 March 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.