



Position Title: Community Health Officer (Health and Nutrition Services) (Ref: 202504/HLL/CHO-HN)

Brief Description of Health In Action Limited:

Health In Action Limited (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 comprised of pharmacists, physiotherapists, nurses, dietitians/nutritionists, social workers, health coaches, public health officers, and community health officers. We are dedicated to promoting health equity in Hong Kong through innovative services, research and knowledge management, engagement and partnership, and training and incubation. You can visit our website <https://hia.org.hk> or our Facebook <https://www.facebook.com/HIAHK/> for further information on HIA.

Job Summary

We are seeking a dedicated Community Health Officer to join our team and focus on community health promotion. The successful candidate will be responsible for delivering health assessments, designing health promotion programs, and collaborating with stakeholders to enhance community health initiatives.

Key Responsibilities:

- 1) Health Assessments and Promotion:
 - Conduct health assessments and screenings for service users in both outreach and center settings.
 - Provide advice on healthy lifestyles to service users.
- 2) Program Design and Implementation:
 - Design and implement health promotion and lifestyle modification programs, including nutrition workshops tailored to service users' needs, under the supervision of a dietitian.
- 3) Communication and Support:
 - Facilitate communication among target service users, caregivers, and support groups.
- 4) Service Management:
 - Manage walk-in, phone, and email inquiries efficiently in outreach and center environments.
 - Handle scheduling and service referrals effectively.
- 5) Data Management:
 - Compile service and activity statistics.
 - Assist in maintaining information management systems.
- 6) Public Health Communication:
 - Produce public health communication messages and educational materials focused on health promotion and risk reduction.
- 7) Stakeholder Collaboration:
 - Collaborate with external stakeholders, including restaurants, workplaces, and schools, to promote community health initiatives.
- 8) Additional Responsibilities:
 - Undertake additional duties as assigned by the management team.

Qualifications:

- Preferred Education: University degree in Psychology, Sociology, Public Health, Community Health Practice, or a related field.
- Additional Merit: Certification in Cooking or Nutrition is advantageous.

Experience:

- Desirable Background: Previous experience in community health, non-governmental organizations, or serving grassroots communities is highly valued.
- Opportunity for New Graduates: Fresh graduates are also encouraged to apply.

Skills:

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

Language Proficiency:

- Language Requirements: Fluency in written and spoken Cantonese, Putonghua, and English.

Technical Skills:

- Software Proficiency: Proficient in standard computer applications, including Google Workspace, Canvas, and Microsoft Office.
- Digital Media Skills: Experienced in utilizing online media for health information dissemination.

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: 6 May 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 Limited 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.