



Position Title: Community Health Officer (Pain Management) (Ref: 202504/HLL/CHO-PM)

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, focusing on pain management services. The successful candidate will conduct pain and health assessments, design health promotion programs, and ensure client safety during activities.

Key Responsibilities:

- 1) Health Assessments and Promotion:
 - Conduct pain and 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 tailored health promotion programs, including diet and exercise workshops, guided by the community physiotherapist
- 3) Client Safety and Support:
 - Ensure client safety during activities, classes, and gym sessions.
 - Facilitate communication among target service users, caregivers, and support groups.
- 4) Service Management:
 - Manage walk-in, phone, and email inquiries.
 - Handle scheduling and referrals efficiently.
- 5) Data Management:
 - Compile service and activity statistics.
 - Assist in maintaining information management systems.
- 6) Additional Responsibilities:
 - Undertake additional duties as assigned by the management team.

Qualifications:

- Preferred Education: Associate degree/ Higher Diploma / University degree in a relevant field such as Exercise Science, Sports Coaching, Health Education, or a related discipline.
- Additional Merit: Certification in personal training, running coaching, stretching, and flexibility, or as a physiotherapy assistant, is advantageous.

Experience:

- Desirable Background: Previous experience in community health, pain management, 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) including 1-2 night shifts until 9 PM on weekdays and 1-2 weekend shifts per month
- 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.