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匡智會是專為智障人士服務的非牟利機構，為不同年齡及智障程度人士及其家庭提供全面服務。現誠聘以下職位：

1. Assistant Manager

(Ref.: AM(JTSE)/02/02/24/M)

Responsibilities:

- To assist manager in overall management of The Job Training & Employment Services
- Lead the team to provide quality service to people with intellectual disabilities
- Liaise with collaborating partners / potential employers

Requirements:

- Degree holder of Social Work or Diploma of Social Work with at least 5 years' relevant experience in social work
- Registered Social Worker
- HKCEE Eng (Syl. B) & Chi grade E or above / HKDSE Eng & Chi Level 2 or above, or equivalent
- Experience in vocational rehabilitation services preferred
- Fluency in written English and Chinese and spoken Cantonese
- Proficiency in computer application and Chinese word processing
- Work locations: Fanling & New Territories area

2. Clinical Psychologist

(Full-time / Part-time)

2a. (Ref.: CP(ABPS)/02/02/24/M)

2b. (Ref.: 0.5CP(DSC-ND)/02/02/24/M)

2c. (Ref.: CP(DSC-KTW)/02/02/24/M)

Responsibilities:

- Provides psychological assessment and consultation to clients, children and adults with intellectual disabilities
- Designs and follows up on psychotherapy / treatment plan
- Achieves service output and standards of the services
- Provides staff training and development activities
- Develops the clinical protocols through clinical practice and clinical research

Requirements:

- Master Degree in Clinical Psychology from Hong Kong universities, or equivalent
- Preferably working experience in people with intellectual disabilities
- Highly proficient in written and spoken English and Chinese
- Strong leadership qualities as well as excellent interpersonal and communication skills

3. Human Resources Officer /

Assistant (Ref.: HRO/HRA(HR)/02/02/24/M)

Responsibilities:

- To support Assistant Manager to solicit users' requirement and implement a new Human Resources Management Information System
- The incumbent will involve in all rounded human resources function including but not limited to recruit and develop talent through developing policies and managing procedures

Requirements:

- University graduate (preferably major in HR management) with at least 3 years' experience in HR
- Well versed in Employment Ordinance and other related regulations
- Proficiency in written and spoken English / Chinese and with good computer and data literacy
- Good communication & interpersonal skills, well organized and with service-driven attribute
- Lower qualification or less working experience may be considered to be appointed as Human Resources Assistant
- Work Location: Tai Po

4. 個案經理 (編號：CM/(SP)/02/02/24/M)

職責範圍：

- 負責學前到校康復服務個案管理、人事管理、團隊協調、統籌計劃項目、職員培訓、對外聯絡及統籌
- 為家長及學童提供輔導服務 (有遊戲治療經驗及家庭治療優先)
- 為幼稚園 / 幼兒學校提供老師諮詢服務及培訓

申請資格：

- 持認可社會工作學位 (最少3年或以上相關經驗)
- 必須為註冊社會工作者
- 中學會考中文及英文 (課程乙) 達第二等級 / E級或以上 (或同等等級)
- 具最少三年服務特殊學前兒童服務經驗優先
- 熟悉中英文打字和文書處理、電腦應用
- 工作地點：葵芳 (於需要時到不同地點工作)

5. 高級職業訓練導師 / 職業訓練導師

(編號：SVTI/VTI(IVTC-T)/02/02/24/M)

職責範圍：

- 協助推行智障人士職業技能訓練 (美髮服務 / 酒店房務 / 陶瓷 / 工作訓練)
- 撰寫學習計劃及紀錄
- 協助教授應用學習調適課程
- 帶領智障人士外出實習及工作

申請資格：

- 大專或以上程度 (適用於高級職業訓練導師)
- 中五或以上程度 (適用於職業訓練導師)
- 具服務智障人士 / 美髮服務 / 酒店房務 / 陶瓷工作經驗優先
- 熟悉中文微軟文書處理、電郵應用及中文打字
- 工作地點：大埔

6. 職業訓練導師

(編號：VTI(IVTC-B)/02/02/24/M) *

職責範圍：

- 照顧及訓練 16 歲以上輕度智障人士的自理能力、社交技巧及其獨立生活技能
- 協助家舍管理工作及外出活動

申請資格：

- 中五或以上程度
- 具服務智障人士工作經驗優先
- 能閱讀書寫中文及操流利廣東話
- 成熟、有愛心及耐性
- 需輪班工作，包括星期日及公眾假期
- 需值夜候勤 (每星期 3 - 4 晚)
- 工作地點：大埔

備註：

* 由入職日起至 2024 年 9 月 30 日期間可獲發放每月港幣 1,500.00 元之額外酌情補貼 (須符合本會其他條款細則)

應徵者請於信封面註明職位編號及 '保密'，可郵寄或電郵到以下地址：

Position (1) (Fanling & N.T.)

Ms. Christine Yam, Services Management Office, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T., Hong Kong or by email to adult_ss6@hongchi.org.hk

職位 (2a) (2b) (2c)

新界上水祥龍圍邨服務設施大樓 2 樓匡智地區支援中心 (新界北區) 收或電郵至 dsc_hd@hongchi.org.hk

Position (3) (Tai Po)

Human Resources Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po or by email to hr_hra@hongchi.org.hk

職位 (4) (葵芳)

新界葵芳興芳路 223 號新都會廣場二座辦公大樓 10 樓 1001 及 1012 室匡智計劃經理收或電郵至 phvpsc_hd@hongchi.org.hk

職位 (5) (6) (大埔)

新界大埔南坑頌雅路松嶺村匡智松嶺綜合職業訓練中心收或電郵至 ivtc_hd@hongchi.org.hk

本會將要求可能獲聘任人士自願進行「性罪行定罪紀錄查核」

(所收集的個人資料只作招聘用途)

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