



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)/09/02/24/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)/09/02/24/M)

2b. (Ref.: 0.5CP(DSC-ND)/09/02/24/M)

2c. (Ref.: CP(DSC-KTW)/09/02/24/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. Physiotherapist I / II

(Ref.: PTI/II(KFPSC)/09/02/24/M)

Responsibilities:

- Provide PT services for parents and children with special educational needs in Special Child Care Centre cum Early Education and training Centre

Requirements:

- Degree in Physiotherapy
- Holder of a Certificate of Registration (Part Ia/1b) & a valid Practising Certificate issued by the Physiotherapists Board of HK
- HKCEE Eng (Syl B) & Chi grade E or above / HKDSE Eng & Chi Level 2 or above
- At least 3 years' relative experience in physiotherapy
- Experience in serving children with special educational needs is preferred
- Fluency in written English & Chinese and spoken Cantonese
- Work Location: Tai Po

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) (5)

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

職位 (3) (大埔)

新界大埔廣福邨廣福樓地下118-125室匡智廣福學前兒童中心收或電郵至 kfpsc_hd@hongchi.org.hk

Position (4) (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 (6) (7) (大埔)

新界大埔南坑頭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

職位 (8) (大埔)

新界大埔富亨邨亨盛樓一樓107-126室收或電郵至 hcufheng_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)

4. Human Resources Officer / Assistant

(Ref.: HRO/HRA(HR)/09/02/24/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

5. 社會工作員

(編號：SW(DSC-ND)/09/02/24/M)

職責範圍：

- 負責發展及統籌中心的假期照顧服務，以及個案管理工作

申請資格：

- 持認可社會工作文憑或以上，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)
- 具智障人士服務/個案、復康服務工作經驗者優先
- 熟悉中文微軟文書處理、電腦應用及中文打字
- 工作地點：上水祥龍圍

6. 高級職業訓練導師/職業訓練導師

(編號：SVTI/VTI(IVTC-T)/09/02/24/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

7. 職業訓練導師

(編號：VTI(IVTC-B)/09/02/24/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

8. 院舍助理(編號：HA(FSH)/09/02/24/M)*

職責範圍：

- 負責宿舍清潔及感染控制工作
- 協助訓練和照顧輕、中度智障人士起居生活

申請資格：

- 小六或以上程度，具服務智障人士工作經驗優先
- 能閱讀及簡單書寫中文，操流利廣東話
- 略懂電腦操作
- 需輪班工作，包括星期六、日及公眾假期
- 需每星期留宿候命一晚
- 工作地點：大埔