



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. Manager (Ref.: MG(TPC)/23/02/24/M)

### Responsibilities:

- Direct and ensure the provision of quality service of Day Activity Centre
- Maintain effective personnel and financial management
- Lead the team to render quality services

### Requirements:

- Degree holder of Social Work with at least 3 years' relevant experience 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 working with people with intellectually disability is preferred
- Fluency in written English and Chinese and spoken Cantonese
- Proficiency in computer application and Chinese / English word processing
- Strong leadership and good communication skills
- Work Location: Sheung Shui

## 2. Assistant Manager (Ref.: AM(JTSE)/23/02/24/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

## 3. Clinical Psychologist (Full-time/Part-time)

3a. (Ref.: CP(ABPS)/23/02/24/M)

3b. (Ref.: 0.5CP(DSC-ND)/23/02/24/M)

3c. (Ref.: CP(DSC-KTW)/23/02/24/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

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) (Sheung Shui)

Ms. Doris Choy, Services Management Office, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T., Hong Kong or by email to [adult\\_ss7@hongchi.org.hk](mailto:adult_ss7@hongchi.org.hk)

### Position (2) (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](mailto:adult_ss6@hongchi.org.hk)

### Position (3a) (3b) (3c)

Hong Chi District Support Centre (North District), 2/F, Ancillary Facilities Block, Cheung Lung Wai Estate, N.T., Hong Kong or by email to [dsc\\_hd@hongchi.org.hk](mailto:dsc_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](mailto:hr_hra@hongchi.org.hk)

### 職位 (5)

新界大埔南坑頭雅路松嶺村服務管理部收或電郵至 [smo\\_spt@hongchi.org.hk](mailto:smo_spt@hongchi.org.hk)

### 職位 (6) (大埔)

新界大埔南坑頭雅路松嶺村匡智松嶺學前兒童中心收或電郵至 [phvpsc\\_hd2@hongchi.org.hk](mailto:phvpsc_hd2@hongchi.org.hk)

### 職位 (7) (8) (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](mailto: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)

## 4. Assistant Internal Auditor (Ref.: AIA(FIN)/23/02/24/M)

### Responsibilities:

- Assist in performing internal audit for service units and schools, so as to ensure compliance with Social Welfare Department and Education Bureau accounting regulations
- Assist in identifying control deficiencies, preparing audit findings and recommendations
- Assist in reviewing existing internal control measures
- Perform ad hoc assignments

### Requirements:

- Degree in Accounting, with relevant experience in NGO preferred
- Minimum 3 years' solid audit experience
- Knowledge in IT system audit and Oracle are an advantage
- Well versed with Microsoft Office
- Independent and good analytical skill
- Excellent command in English and Chinese (written and spoken)
- Work Location: Tai Po

## 5. 訓練導師 / 高級訓練導師 (物理治療 - 復康助理) (編號: PTA(ABPT)/23/02/24/M)

### 職責範圍:

- 協助物理治療師為服務使用者提供治療、製作簡單復康器材及工具維修工作
- 協助跟進治療記錄等文書工作

### 申請資格:

- 中五或以上程度 (適用於訓練導師)
- 大專程度 (適用於高級訓練導師)
- 具物理治療助理證書, 或有復康助理經驗優先
- 能閱讀書寫中文及操流利廣東話
- 熟悉中文微軟文書處理軟件, 電郵運用及中文打字
- 工作地點: 到本會不同單位工作

## 6. 特殊幼兒工作員 (編號: SCCW(PSC-SCCC)/23/02/24/M)

### 職責範圍:

- 於特殊幼兒中心為有特殊需要學童提供個別及小組訓練
- 家長支援、協助推行活動及一般行政工作
- 為家長提供幼兒家居訓練諮詢

### 申請資格:

- 持認可特殊幼兒工作員證書或以上程度
- 中學會考中英文及英文(課程乙)達第二等級 / E級或以上 (或同等等級)
- 具服務特殊幼兒經驗優先
- 能閱讀書寫中英文及操流利廣東話及英語
- 薪金由\$24,380起, 入職薪金按認可工作經驗及專業資歷而定
- 工作地點: 大埔

## 7. 高級職業訓練導師 / 職業訓練導師 (編號: SVTI/VTI(IVTC-T)/23/02/24/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

## 8. 職業訓練導師 (編號: VTI(IVTC-B)/23/02/24/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