匡智會
Hong Chi Association

http://www.hongchi.org.hk

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. Services Manager 1

(Ref.: SM1(JTSE)/13/11/26/M)

Responsibilities:

- Support the Project Head in the overall service planning, reporting and quality assurance to meet the Funding and Service Agreement (FSA) and Service Quality Standards (SQS) requirements.
- Support the Project Head in managing the daily operations, administration, staffing and finances of the Supported Employment Services.
- Co-lead the strategic development on the employer networks and job opportunities to meet the overall employment needs of the trainees.
- Coordinate case management, employment counselling, job placement and follow-up support for trainees and their families.
- Coordinate the clinical supervision and staff training in needed.
- Perform other assigned duties by the Project Head or the above.

Requirements:

- Degree holder of Social Work or Diploma of Social Work with at least 5 years' relevant experience of case work in rehabilitation services
- Registered social worker
- HKCEE Eng (Syl. B) & Chi grade E or above / HKDSEE Eng & Chi Level 2 or above, or equivalent
- Working experience in serving people with intellectual disabilities of supported employment or related services preferred
- Fluency in written English & Chinese and spoken Cantonese
- Proficiency in computer application and Chinese / English word processing
- Work location: Tai Wai

2. Services Manager 2

(Ref.: SM2(LMSH)/13/11/26/M) *

Responsibilities:

- To assist manager in overall management of DAC cum Hostel
- Lead the team to provide quality service to people with intellectual disabilities

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 / HKDSEE Eng & Chi Level 2 or above, or equivalent
- Experience in rehabilitation services preferred
- Fluency in written English and Chinese and spoken Cantonese
- Proficiency in computer application and Chinese word processing
- Work location: Kwai Chung

3. 訓練導師

(編號：TI(JCPC–1)/13/11/26/M) *

職責範圍：

- 照顧嚴重及中度智障成人的日常起居生活及休閒活動
- 負責策劃，推行小組訓練及不同類型的室內/戶外活動
- 為學員及舍友訂立個人發展計劃及行為處理方案
- 協助治療師為學員提供訓練(包括自理、技能、興趣、社交及情緒處理等)及運動等

申請資格：

- 中五或以上程度
- 具服務智障人士經驗、曾從事訓練智障人士服務工作者優先考慮
- 具舉辦活動 / 有才藝技能者 / 熟識手工藝者優先考慮
- 能閱讀書寫中英文及操流利廣東話
- 熟悉電腦操作及電郵應用
- 需輪班工作及輪休，包括星期六、日及公眾假期
- 工作地點：大埔

備註：

* 由入職日起至2027年9月30日期間可獲發放每日港幣60元之額外實地執勤特殊補貼(需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：

職位 (1) (大圍)

Hong Chi Job Training & Employment Service, Unit 9-14, G/F, Sun Chun House, Sun Chui Estate, Shatin, New Territories, Hong Kong or by email to se_sm3@hongchi.org.hk

職位 (2) (葵涌)

Hong Chi Lei Muk Shue Hostel, Unit 1-18, G/F, Block 3, Lei Muk Shue Estate, Kwai Chung, N.T., Hong Kong or by email to lmshue_hd@hongchi.org.hk

職位 (3) (大埔)

新界大埔南坑頌雅路松嶺村匡智賽馬會松嶺日間活動及住宿大樓(一樓)〈匡智松柏中心暨匡智松柏宿舍〉經理收或電郵至phvdac02_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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