

New Life Psychiatric Rehabilitation Association

Since 1965, New Life Psychiatric Rehabilitation Association is dedicated to recovery-oriented, people-focused and evidence-based community mental health service development. The Association, with a team of over 1,000 staff members, operates more than 70 service units and projects to render residential services, employment and vocational training, community support for 18,000 people in recovery with mental illness (PIR) and their families, as well as provide mental health education to 78,000 general public annually. As a result of our passionate belief in social inclusion and self-reliance for PIR, we have established different social enterprises with over 20 projects operating currently promoted the well-being message under the brand “330”, which in Cantonese carries the homophonous meaning “body, mind and spirit” – the balance of which we all strive to attain.

For more information, please visit <http://www.nlpra.org.hk>

(1) Psychologist (Ref: newlife330-P)

Responsibilities:

1. To develop evidence-based psychological intervention protocols for general public, schools and corporates;
2. To develop audio & video materials and resources for 330 website and app;
3. To administer research projects prioritized by the Association;
4. To design and provide professional training activities;
5. To provide professional advice on project implementation, monitoring and measuring project performance;
6. To deliver talks and trainings;
7. To provide consultation, advice and coaching to staff team members; and
8. To perform other duties and responsibilities as required or as assigned and may be required to work irregular hours.

Requirements:

1. A Master Degree or above in Clinical Psychology, Educational Psychology, Counselling Psychology, Industrial/ Organizational Psychology or professional psychology from a recognized university, or registered psychologist from The Hong Kong Psychological Society or equivalent;
2. Profound knowledge and experience on mindfulness and use of different well-being tools is a must;
3. Excellent command of written and spoken English and Chinese/Cantonese;
4. Be able to work independently and as a member of the multi-disciplinary team, agile, flexible, innovative and dynamic as well as possesses good interpersonal skills;
5. Be able to work under pressure and high volume and spectrum of work; and
6. Previous work experience in mental health field will be an advantage.

(2) Assistant Superintendent (Nursing Officer) (Ref: NLBLSCH-ASNO)

Responsibilities:

1. To assist the Superintendent in the overall service planning and management of the Long Stay Care Home;
2. To ensure the operation of the Home comply with all internal and external service quality requirements;
3. To provide supervision to nurses and oversee nursing and healthcare provision to meet the needs of service users;
4. To oversee the management of physical and psychiatric emergencies and healthcare related clinical risks;
5. To identify training needs of nurses and caring staff and develop training programmes to update their professional competence and caring skill;
6. To supervise the care management and psychosocial rehabilitative services and programmes; and
7. To deputize the Superintendent on his or her absence.

Requirements:

1. A Certificate of Registration (Part I or II) and a valid Practising Certificate issued by the Nursing Council of Hong Kong;
2. At least 5 years clinical experience preferably in residential services for mental health field;
3. Possesses good interpersonal and communication skills;
4. Able to work effectively with professional staff from different backgrounds; and
5. Experience in residential services essential and knowledge and skills in case management and providing professional supervision desirable.

(3) Clinical Leader

Integrated Community Centre for Mental Wellness (ICCMW) (Kwai Chung) (Ref: TWC-KC-CL)

Responsibilities:

1. To provide supervision and coaching on needs and risks assessment, intervention and formulation of goal oriented individual service plan to service users;
2. To provide practical guidance and support to team members on handling crisis and emergency situation; and to evaluate their performance on case management;
3. To conduct on-site assessment of the individual needs of service users and render respective direct services to them for supporting their adjustment in accordance to their mental, vocational, physical conditions and psychosocial needs in the community;
4. To coordinate on-going clinical case audit and case conferencing and conduct case progress review meetings; and
5. To monitor service related documents including case recordings, progress reports, psychiatric follow-up reports, service reports and statistics.

Requirements:

1. Degree holder or above in Social Work;
2. At least 5 years of experience in ICCMW casework service or mental health service;
3. Proven experience in supervising service or a team to develop casework service;
4. Able to monitor casework development and casework related administration;
5. Good people management skills and administration skills;
6. Good command of spoken and written English and Chinese; and
7. Resourceful with good communication and interpersonal skills.

(4) Social Worker (Project Leader) (Ref: JCWOW- SWPL)

Jockey Club Mental Wellness Project for Women

Responsibilities:

1. To oversee the overall planning, promotion, coordination, implementation, service evaluation and quality assurance of the project;
2. To liaise and collaborate with stakeholders and funder;
3. To provide regular supervision, consultation and support to project team members;
4. To conduct individual consultation group work and referrals; and
5. To carry out other duties as required by the supervisor.

Requirements:

1. Degree or above in Social Work;
2. 6 years relevant work experience;
3. Good people management skills and administration skills;
4. Good command of spoken and written English and Chinese; and
5. Resourceful with good communication and interpersonal skills.

(5) Social Worker (Ref: JCWOW- SW)

Jockey Club Mental Wellness Project for Women

Responsibilities:

1. To conduct casework, group work and referrals;
2. To handle enquiries;
3. To coordinate and conduct community education programs;
4. To coordinate online engagement platform; and
5. To manage and coordinate the peer support work, including training, coaching, monitoring and execution of the peer support group.

Requirements:

1. Degree or above in Social Work;
2. 2 years relevant work experience;
3. Good communication and interpersonal skills;
4. Good command of spoken and written English and Chinese; and
5. Self-motivated, well-organized and a team player.

(6) Social Worker (Ref: HOPES-SW)

Jockey Club Embracing H.O.P.E.S. Project

Responsibilities:

1. To render direct intervention, including casework, group work and community campaign to families impacted by mental health problems and complicated challenges in the community;
2. To collaborate with different community parties in the implementation of direct service;
3. To work with Family Peer Support Workers to promote recovery and systemic perspective;
4. To assist data collection and other related administration work of the project; and
5. To perform other duties as required by the supervisor.

Requirements:

1. A recognized degree in Social Work;
2. At least 3 years of relevant experience in community-based mental health or family services;
3. Mature and passionate to work with family;
4. Good command of spoken and written English and Chinese; and
5. Resourceful and with good communication and interpersonal skills.

(7) Social Worker/ Counsellor (0.5) (Ref: EDB – SW/C)

Responsibilities:

1. To conduct needs assessment to formulate individual and group goals for students with ASD;
2. To provide social competence training programs for students with ASD at schools;
3. To provide consultation or training to parents, peer students and concerned stakeholders;
4. To liaise and communicate with schools on service implementation;
5. To prepare program session plans and reports; and
6. To perform other ad hoc duties as assigned.

Requirements:

1. Bachelor Degree or above in Social Work, Counselling, Psychology or Education (Majoring in Special Needs);
2. 1-2 years relevant experience;
3. Good communication and interpersonal skills;
4. Self-motivated, well-organized and a team player; and
5. Good command of spoken and written English and Chinese.

(8) Manager (Ref: KTCGS - M)
Kwai Tsing Community Green Station Project

Responsibilities:

1. To be the in-charge of the project and to ensure the service provided meets the contractual requirements;
2. To be responsible for human resources management, budgeting, provision of education services, recyclables collection services and station maintenance of the project;
3. To lead and supervise a team of Project Officers;
4. To plan, implement and promote all project related programmes, events and network building initiatives;
5. To liaise with the Environmental Protection Department for project development;
6. To maintain a close relationship with stakeholders of the project; and
7. To perform ad hoc duties assigned by supervisor(s).

Requirements:

1. Bachelor degree or above;
2. 3 years relevant experience in waste reduction projects, preferably with management or supervisory experience;
3. Mature, sociable and meticulous and able to work independently for multiple tasks and under pressure;
4. Good people management skills and administration skills; and
5. Good command of spoken and written English and Chinese.

(9) Project Officer (Station & Design) (Ref: KTCGS - PO)
Kwai Tsing Community Green Station Project

Responsibilities:

1. To design promotion materials for recycling and education activities;
2. To enhance the quality of promotion materials for programmes and events;
3. To monitor and maintain the promotion materials in the station;
4. To promote activities and events through social media channels; and
5. To perform ad hoc duties assigned by supervisor(s).

Requirements:

1. Higher Diploma or above;
2. 2 years relevant experience;
3. Familiar with Photoshop, Adobe Illustrator, Premiere and After Effect;
4. Responsible, sociable and able to work independently for multiple tasks and under pressure;
5. Good command of both English and Chinese; and
6. May be required to work in evening and on Saturday and Sunday.

**(10) Project Officer (Community & Educational Services) (Ref: KTCGS - PO)
Kwai Tsing Community Green Station Project**

Responsibilities:

1. To coordinate the educational services from ideas, liaison, execution to completion;
2. To assist in collaborating with local stakeholders for environmental protection promotion activities;
3. To assist in various regular education programmes and featured events;
4. To coordinate the volunteer work;
5. To prepare various proposals and reports of the educational activities; and
6. To assist in managing promotional activities and social media channels.

Requirements:

1. Diploma or above with relevant experience;
2. Solid experience in marketing or events management is definitely an advantage;
3. Experience in communicating with various parties for dispatch of recyclables;
4. Mature, sociable and meticulous and able to work independently for multiple tasks and under pressure;
5. Good command of both English and Chinese; and
6. May be required to work in evening and on Saturday and Sunday.

(11) Project Officer (Ref: newlife330 - PO)

Responsibilities:

1. To coordinate with collaborators, instructors and participants;
2. To deliver talks and workshops;
3. To assist formulating marketing strategies and carrying out marketing duties as required;
4. To coordinate with professional team to follow up on research projects;
5. To prepare bilingual press releases, promotional materials and maximize publicity;
6. To update the website, prepare reports and be responsible for the administrative works of projects;
7. To provide support of enquiry hotline and follow-up service; and
8. To perform any other ad hoc tasks as assigned by supervisor(s).

Requirements:

1. A recognized Bachelor's degree preferably in Education or Psychology, or equivalent;
2. A total of 2 years' relevant experience in project coordination;
3. Ability to work independently and as a member of the multi-disciplinary team, flexible, detail-minded and self-motivated as well as possesses good communication and interpersonal skills;
4. Proficiency in written and spoken English and Chinese;
5. Ability to work under pressure and high volume and spectrum of work; and
6. Knowledge and experience in mindfulness will be an advantage.

(12) Program Executive (Ref: newlife330 - PE)

Responsibilities:

1. To perform office management, administrative duties, asset management and database management;
2. To be responsible for accounting issues, including bookkeeping of all accounts, handling petty cash, income and expenditure account for programs, production, purchasing and procurement, carrying out bank-in and cash transactions, preparing accounting reports;
3. To be responsible for participants' recruitment, enrollment and payment follow-up, materials preparation and delivery, coordination with different parties, venue arrangement and set up, on-site coordination and support for workshops and activities;
4. To prepare reports, meeting minutes, promotional collaterals, written correspondences, memos, manuals and etc.;
5. To handle incoming calls, respond to inquiries, clarify company policies and procedures and receive visitors; and
6. To perform any other ad hoc tasks as assigned by supervisor(s).

Requirements:

1. Diploma or above;
2. 2 years or above of administrative support, accounting and/or office services experience;
3. Proficiency in written English and Chinese;
4. Knowledge and ability of basic accounting skills;
5. Solid computer skills (proficient in PowerPoint, Excel, Word, Outlook, Internet);
6. Ability to multi-task while maintaining careful attention to detail, along with accuracy
7. Able to work independently, self-motivated, well-organized with good communication and interpersonal skills; and
8. Ability to work under pressure and high volume and spectrum of work.

(13) Executive Officer (Ref: ADM-EO)

Responsibilities:

1. To provide a full spectrum of administrative support for the central administration;
2. To oversee day-to-day operation of a building and kitchen ranging from cleaning, maintenance, guard and meal services, etc. ;
3. To supervise a support team including workmen, security guards and cooks;
4. To liaise with internal and external parties on administrative and operational matters; and
5. To perform other duties as required by the supervisor.

Requirements:

1. Degree holder with 6 years or above solid and hands-on experience in administration, building and kitchen management in sizable organizations;
2. Highly resourceful team player with excellent interpersonal and communication skills;
3. Proactive, well-organized, responsible and detail-minded; and
4. Good command of spoken and written English and Chinese.

(14) Research Assistant (Ref: ABCP - RA)

Responsibilities:

1. To assist on managing mental health related project, including liaison with collaborators, interim report writing, accounting and clerical work and venue support;
2. To coordinate the implementation of programmes and research intervention;
3. To collect data, manage a database, perform accurate statistical analysis and write up reports;
4. To support the development and design of promotional materials; and
5. To perform other duties as required by the supervisor(s).

Requirements:

1. Bachelor degree holder or above, preferably in Psychology;
2. Relevant work experience in programme implementation, programme evaluation, and mental health rehabilitation service will be an advantage;
3. Good command of spoken and written English and Chinese;
4. Proficient use of MS Office and statistical software e.g. SPSS; and
5. Detail-minded, hardworking and able to work independently.

(15) Business Executive (Ref: CYIWC - BE)

Responsibilities:

1. To explore and develop business opportunities to support business growth of the workshop;
2. To develop and maintain strong relationship with stakeholders to ensure business sustainability;
3. To support new product development;
4. To provide training to service users in the workshop;
5. To provide regular feedback and updates on the market, customers and competitors; and
6. To perform ad hoc duties assigned by supervisor(s).

Requirements:

1. Bachelor degree or above in Business or Marketing;
2. 2 years experience in business development or marketing communications;
3. Experience in producing marketing collaterals;
4. Knowledge in social media marketing and video production and editing is an advantage;
5. Good communication and interpersonal skills;
6. Well-organized, self-motivated and detail-minded with commercial sense;
7. Good command of spoken and written English and Chinese; and
8. Willing to work with people in recovery of mental illness.

(16) Accounting Officer (Ref: FIN - AO)

Responsibilities:

1. To assist in operating and improving internal controls within the finance function;
2. To assist in preparing annual/ interim budgets, forecasts and ad hoc analysis reports;
3. To assist in monitoring budget vs actual of monthly income and expenditure;
4. To conduct annual financial inspection to ensure the adequacy and effectiveness on internal control procedures and advise on ways to minimize risks;
5. To prepare financial management reports including variance and trend analysis of key measures for management decision making;
6. To monitor fixed asset management and prepare the annual fixed asset report;
7. To assist in reviewing risk management register;
8. To assist in reviewing existing systems, policies, guidelines or procedures to ensure full compliance from a financial management perspective; and
9. To assist in developing new financial management tools to strengthen corporate governance.

Requirements:

1. Bachelor degree or above in Accounting, Finance or related disciplines;
2. 3 years experience with relevant professional qualification;
3. Proficiency in PC operations and use of accounting system e.g. Sun Account
4. Strong analytical, interpersonal, report writing and project management skills;
5. Well-organized, self-motivated and detail-minded;
6. Ability to work independently and under pressure; and
7. Good command of spoken and written English and Chinese.

(17) Human Resources Executive, HRIS and C&B (Ref: HR-HRE-HRIS)

Responsibilities:

1. To be responsible for the implementation and ongoing maintenance of the Association's Human Resources Information System (HRIS) including selection of vendor, facilitate new application implementations and upgrades, and make recommendations for system enhancements;
2. To perform a full spectrum of compensation and benefits management;
3. To conduct market survey and benchmarking analysis;
4. To assist with review and formulation of HR policies and guidelines; and
5. To participate in special projects and perform other duties as assigned.

Requirements:

1. Bachelor's degree in Business, Human Resources, Information Technology or related discipline;
2. At least 3 years' working experience preferably with progressive HRIS system management experience;
3. Good knowledge of Employment Ordinance and related legislation and regulations associated with HR best practices;
4. Good command of English and Chinese written and oral communication skills with proven ability to successfully collaborate with all levels of staff;
5. Excellent organizational skills and strong attention to detail;
6. Strong quantitative, analytical and problem solving skills with ability to independently meet multiple deadlines in a fast-paced team environment; and
7. Experienced candidate may be considered as Senior Human Resources Executive.

(18) Project Assistant (Ref: JCWOW - PA)

JC Mental Wellness for Women Project

Responsibilities:

1. To provide administration, financial and clerical support to the project;
2. To prepare service statistics and financial report;
3. To assist in group work and community programs;
4. To assist the administration and operation of the service site;
5. To perform data entry; and
6. To perform ad hoc duties assigned by supervisor(s).

Requirements:

1. Diploma or above in Social Science;
2. 2-3 years related experience;
3. Detail-minded, independent, organized and able to work under pressure;
4. Good command of both English and Chinese; and
5. Proficient in PC skills and MS Office.

(19) Administrative Assistant (Ref: KSW - AA)

Responsibilities:

1. To perform clerical, accounting and computer graphic design work to meet the needs of administration/ production business and rehabilitation activities;
2. To update and compile statistics, records and reports;
3. To co-ordinate and handle the supporting work of the unit and service projects;
4. To prepare all kinds of documents including leaflets, reports, written correspondences and memos;
5. To assist in organizing various rehabilitation programmes; and
6. To perform other ad hoc tasks assigned by supervisor.

Requirements:

1. Diploma or above;
2. 1 year related experience;
3. Detail-minded, independent, organized and able to work under pressure;
4. Good command of both English and Chinese; and
5. Proficient in PC skills and MS Office.

(20) Business Officer/ Assistant Business Officer (生產主任/助理生產主任)
(Ref: KSW-Drinks330-BO)

Responsibilities:

1. To assist in the operation of sheltered workshop, including the food production process, ISO22000/HACCP maintenance, equipment maintenance, etc.;
2. To provide training to the service users in the workshop;
3. To supervise junior staff; and
4. To perform other ad hoc tasks assigned by supervisor.

Requirements:

1. Higher diploma holder or above;
2. 2 years relevant experience;
3. Experience in ISO22000/HACCP is an advantage;
4. Good command of spoken and written English and Chinese;
5. Proficient use of MS Office; and
6. Detail-minded, hardworking and able to work independently.

(21) Instructor (3D Printing) (Ref: CYIWC – I)

Responsibilities:

1. To develop new products to cope with 3D printing technology and traditional woodwork and metalwork;
2. To manage supplier relationships, including communication and review of the quality of suppliers;
3. To develop in-house quality standards & QC process to ensure all suppliers and all production batches meet the safety and regulatory standards and requirements;
4. To provide onsite or offsite technical support to service users and/or staff members to facilitate their use of technology products; and
5. To perform other ad hoc duties as assigned.

Requirements:

1. Diploma or above in product design, engineering or related disciplines;
2. 1-2 years of relevant work experience preferred;
3. Familiar with full product development cycle from design, prototypes to manufacture;
4. Familiar with using 2D&3D designing software;
5. Strong in creative and innovative thinking skills;
6. Well organized with attention to details and commercial sense;
7. Knowledge in video production/editing and social media management is an advantage; and
8. A good team player, self-motivated and willing to work with people in recovery of mental illness.



Applicants are invited to forward a cover letter and a resume to the **Human Resources Department** by post at **New Life Psychiatric Rehabilitation Association, 332 Nam Cheong Street, Kowloon**, or by fax at 3552 5398, or by email to recruit@nlpra.org.hk.

Personal data provided by applicants will strictly be used for recruitment purpose.
New Life Psychiatric Rehabilitation Association is an equal opportunity employer.
Prospective employees are requested to undergo Sexual Conviction Record Check.