

## **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) Clinical Psychologist (Ref: ABCP - CP)**

#### **Responsibilities:**

1. To provide psychological support services including clinical assessment, intervention and treatment for individuals or families; and clinical groups and programmes;
2. To provide clinical supervision and case consultation for the professional staff;
3. To provide professional training for frontline professionals working with persons with mental health problems;
4. To develop and adapt psychological intervention protocols;
5. To design and administer research projects;
6. To participate in other kind of services provided, such as promotion of mental health; and
7. To perform ad hoc duties as assigned by supervisor.

#### **Requirements:**

1. Master Degree or above in Clinical Psychology from a local university, or equivalent;
2. A member of the Hong Kong Institute of Clinical Psychologists preferred;
3. Excellent command of written and spoken English and Chinese;
4. Be able to work in a multi-disciplinary team, independent, flexible, innovative and dynamic with good interpersonal skills;
5. Be able to work under pressure and deal with high volume and spectrum of work; and
6. Embrace person-centered practice with honest and collaborative manner.

**(2) Superintendent (Sham Shui Po) (Ref: NLBLSCH – S)**

**Responsibilities:**

1. To oversee the administration and management of the Long Stay Care Home and monitor the service provision to ensure high quality and effective services;
2. To provide advices and guidance on service development in accordance with the policies and objectives of the Association;
3. To provide professional leadership for respective professional service in the Home;
4. To provide guidance, supervision, consultation and support to staff members of the Home;
5. To liaise and collaborate with internal and external parties for the operation of the Home; and
6. To oversee the service activities including identifying service gap(s) and developing new initiatives.

**Requirements:**

1. Bachelor degree or above in related disciplines;
2. At least 10 years of work experience in social service sector, of which at least 5 years in a management role, preferably in residential services;
3. Strong people management skills and be able to lead and coach staff members for quality service delivery;
4. Excellent presentation, interpersonal and communication skills;
5. Genuine commitment to the objectives of the Association as well as recovery-oriented practice and social welfare services; and
6. Proficient in both written and spoken Chinese and English, preferably with good command in Putonghua.

**(3) 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.

#### **(4) Clinical Leader**

**Integrated Community Centre for Mental Wellness (ICCMW) (Yau Tsim Mong)**  
**(Ref: TWC-YTM-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.

#### **(5) Assistant Training Manager (Ref: Training- ATM)**

##### **Responsibilities:**

1. To coordinate course development and prepare documents for accreditation under Qualification Framework;
2. To formulate training plan, budget and prepare report;
3. To coordinate training programmes delivered for in-house and outside participants, and to evaluate training effectiveness;
4. To conduct market research to identify training needs and trend for the Institute's development;
5. To liaise with external training institutes, consultants or vendors;
6. To provide executive and administrative support; and
7. To perform other ad hoc duties as assigned.

##### **Requirements:**

1. A recognized University degree, preferably in Social Science, Mental Health, Psychology or a related discipline;
2. 5 years of relevant experiences in non-profit organization and/ or training institute setting;
3. Experience in accreditation under Qualification Framework is an advantage;
4. Strong verbal and written communication skills with fluency in English and Chinese;
5. Detail-minded with good project management and interpersonal skills;
6. Proficient in MS Word & Excel, and Chinese Word Processing; and
7. Self-motivated, able to work under pressure and independently.

**(6) Social Worker (Full-time/ Part-time) (Ref: ABCP – SW)**

Jockey Club eGPS Psychological Support Project was launched in 2017 to provide low intensity psychological intervention for people with mild to moderate emotional distress. Reporting to the Officer-in-charge of Clinical Psychology, the Social Worker is responsible for the pilot project in applying such approach to differentiate suitable users to receive low intensity psychological therapy in Integrated Community Centre for Mental Wellness (ICCMW).

**Responsibilities:**

1. To provide low intensity interventions for clients with mild to moderate depression and anxiety-based on a cognitive behavioral model;
2. To be responsible for person-centred interviews, providing guided self-help, and holding psychoeducational groups;
3. To assist in the development of guided self-help protocol and public education activities;
4. To provide regular status updates on user recruitment and assist in marketing and research evaluation;
5. To assist in communication with internal and external stakeholders;
6. To analyze research data and write reports; and
7. To perform other ad hoc duties as assigned.

**Requirements:**

1. Bachelor Degree or above in Social Work;
2. 1-2 years' relevant experience is preferred;
3. Strong interpersonal skills with empathy;
4. Enthusiastic, self-motivated and able to work both independently and in a team;
5. Embrace person-centered practice with honest and collaborative manner;
6. Be able to work under pressure and deal with high volume and spectrum of work;
7. Good command of spoken and written English and Chinese; and
8. Be able to work on evening shift and on Saturday.

**(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) 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

## **(9) 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.

## **(10) Facilities Officer (Ref: FM - FO)**

### **Responsibilities:**

1. To assist in coordinating and monitoring building maintenance services, alteration and addition works and renovation works of premises;
2. To assist in preparing and implementing all standard procedures and control systems on facility management projects;
3. To prepare tender analysis reports for maintenance and renovation projects; and
4. To monitor outsourced service providers on building maintenance service and renovation works to ensure compliance with statutory requirements and prescribed standards.

### **Requirements:**

1. Degree holder in Building Services, Facility Management, Property Management, Business Administration or other related disciplines;
2. At least 5 years of relevant experience;
3. Proficient in PC applications with knowledge in Autocad is an advantage;
4. Strong proficiency in both written and spoken English and Chinese; and
5. A team player with good communication skills and be able to work independently; and
6. Candidate with more experience may be considered as Senior Facilities Officer.

## **(11) Corporate Communications Executive (Ref: CA - CCE)**

### **Responsibilities:**

1. To prepare Chinese and English copywriting for all brand channels, such as press release, speech, article, people's interview, multimedia content and marketing collateral, etc.;
2. To coordinate the design and production of all kinds of marketing materials;
3. To plan, coordinate and implement fundraising initiatives;
4. To develop and maintain relationships with corporate partners, members, donors and media;
5. To provide support to all corporate events including Annual General Meeting, Press Conference, Ceremony, Exhibition, Symposium, etc.;
6. To manage brand consistency and strategic alignment across the Association;
7. To manage the Association's social media platforms; and
8. To perform ad hoc duties as assigned by supervisor.

### **Requirements:**

1. Degree holder in Journalism, Communications, Marketing, Public Relations or other related disciplines;
2. At least 2 years' experience in corporate communication, public relations or other related disciplines;
3. Strong proficiency in both written and spoken English and Chinese;
4. Good understanding in storytelling, new media, digital marketing and marketing communication;
5. Creative, innovative and detail-minded with high quality of work; and
6. A team player and able to communicate to all levels of stakeholders.

**(12) 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.

**(13) 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.

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](mailto: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.