

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 1,300 staff members, operates more than 70 service units and projects to render residential services, employment and vocational training, community support for 16,700 people in recovery with mental illness (PIR) and their families, as well as provide mental health education to 37,500 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) Social Work Supervisor (Residential Services) (Ref: RS-SWS)

Responsibilities:

1. To supervise and manage the residential units of Residential Services of the Association;
2. To ensure the statutory and regulatory compliance, quality and effectiveness of services provided;
3. To identify service gap(s) and provide advices on service development in accordance with the policies and objectives of the Association;
4. To provide guidance, supervision, consultation and support to the team members of residential units;
5. To handle complaints and manage crises of the residential units;
6. To liaise with governmental departments or other welfare agencies for services provided; and
7. To perform ad hoc assignments and other related duties as assigned by supervisor(s) or management.

Requirements:

1. Bachelor or above in Social Work; Master Degree highly preferred;
2. At least 10 years of social service experience of which at least 5 years of supervisory experience, preferably in mental health services and residential home management;
3. Familiar with the Code of Practice (COP) of Residential Care Homes for Persons with Disabilities (RCHDs) and strong case management with people in recovery;
4. Strong people management skills and be able to lead and coach team members for delivery of quality services;
5. Excellent presentation, interpersonal and communication skills;
6. Forward thinking and dedication to meet challenges; and
7. Proficient in both written and spoken Chinese and English, preferably with good command of Putonghua.

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

Tuen Mun Long Stay Care Home

Responsibilities:

1. To assist the Superintendent in the overall service planning and management of the Long Stay Care Home (the 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 of clinical experience preferably in residential services for mental health field;
3. Possesses good interpersonal and communication skills;
4. Be 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) Officer-in-charge (Ref: SCHH-OIC)

Sun Chui Halfway House

Responsibilities:

1. To oversee the management and operation of the service unit;
2. To be responsible for planning, implementing and evaluating the rehabilitation services rendered;
3. To ensure the services meet the objectives and to achieve quality standards;
4. To render casework, group work and mass programme services to service users;
5. To provide supervision and support to multi-disciplinary professionals and team members and monitor their performance;
6. To collect and compile reports and statistics on the service performance and outcomes;
7. To liaise with internal and external parties on matters relating to service users' welfare; and
8. To carry out other duties as required by the supervisor.

Requirements:

1. Bachelor or above in Social Work or related disciplines;
2. At least 4 years of relevant experience in residential and psychiatric rehabilitation services;
3. Experience in working with people in recovery with complex mental health care needs;
4. Proven case management and clinical practice skills;
5. Experience in program development and delivery;
6. Good people management skills, financial management skills and administration skills;
7. Resourceful and with good communication and interpersonal skills; and
8. Proficient in both written and spoken Chinese and English.

(4) Officer-in-charge (Ref: NLBHH2-OIC)

New Life Building Halfway House 2

Responsibilities:

1. To oversee the management and operation of the service unit;
2. To be responsible for planning, implementing and evaluating the rehabilitation services rendered;
3. To ensure the services meet the objectives and to achieve quality standards;
4. To render casework, group work and mass programme services to service users;
5. To provide supervision and support to multi-disciplinary professionals and team members and monitor their performance;
6. To collect and compile reports and statistics on the service performance and outcomes;
7. To liaise with internal and external parties on matters relating to service users' welfare; and
8. To carry out other duties as required by the supervisor.

Requirements:

1. Bachelor or above in Social Work or related disciplines;
2. At least 4 years of relevant experience in residential and psychiatric rehabilitation services;
3. Experience in working with people in recovery with complex mental health care needs;
4. Proven case management and clinical practice skills;
5. Experience in program development and delivery;
6. Good people management skills, financial management skills and administration skills;
7. Resourceful and with good communication and interpersonal skills; and
8. Proficient in both written and spoken Chinese and English.

(5) Assistant Officer-in-charge (Ref: JP – AOIC)

Joyous Place (Shatin)

Responsibilities:

1. To assist in overseeing the management and operation of the service unit;
2. To assist in monitoring service performance to achieve quality standards, formulating annual service plan, implementing and evaluating services rendered;
3. To assist in emergencies and crisis management;
4. To render casework and group work service to service users;
5. To provide supervision and support to team members and monitor their performance;
6. To collect and compile reports and statistics on the service performance and outcomes;
7. To liaise with internal and external bodies on matters relating to service users' welfare; and
8. To carry out other duties as required by the supervisor and deputize the Officer-in-charge on his or her absence.

Requirements:

1. A recognized degree in Social Work;
2. At least 5 years of relevant experience, preferably with experience in leadership and management in residential and psychiatric rehabilitation services;
3. Self-motivated, able to work independently and under pressure;
4. Good people management skills and able to lead and coach the staff team for quality service delivery;
5. Good command of spoken and written English and Chinese; and
6. Resourceful and with good communication, presentation and interpersonal skills.

(6) Project-in-Charge (Ref: TWC-Joyage – PIC)

Jockey Club Joyage Project for Elderly Mental Wellness

Responsibilities:

1. To oversee the overall planning, promotion, coordination, implementation, service evaluation and quality assurance of the project in all centres;
2. To liaise and engage with the community stakeholders and funder;
3. To provide stepped care intervention service and trainings for Mental Wellness Ambassadors and Peer Supporters;
4. To provide supervision, coaching and support to project staff;
5. To coordinate community education;
6. To support the central coordination team on staff training and supervision; and
7. To carry out other duties as required by the supervisor.

Requirements:

1. Bachelor degree or above in Social Work;
2. 5 years' relevant work experience, with experience in community support services is an advantage;
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.

(7) Assistant Officer-in-charge (Ref: TWC-TSW- AOIC)

Integrated Community Centre for Mental Wellness (Tin Shui Wai)

Responsibilities:

1. To provide supervision and support to staff team and monitor staff's performance;
2. To identify and assess the mental health needs of the community and service users and develop services or initiatives to meet service users various needs;
3. To assist the Officer-in-charge for formulation of annual service planning, implementing and evaluating the three tier services rendered;
4. To liaise with agencies and organizations of local district and welfare agencies on matters relating to the rehabilitation plan of service users and to promote service image;
5. To collect and compile reports and statistic on the service performance and outcomes; and
6. To assist in overseeing the daily operation of the centre.

Requirements:

1. Bachelor degree or above in Social Work;
2. At least 5 years of relevant experience;
3. Good people management skill and able to lead and coach the staff team for quality service delivery;
4. Good command of spoken and written English and Chinese;
5. Resourceful and with good communication and interpersonal skills; and
6. Self-motivated, creative, able to work independently and under pressure.

(8) Clinical Leader (Ref: TWC-KC-CL)

Integrated Community Centre for Mental Wellness (Kwai Chung)

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. Bachelor degree 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.

(9) Clinical Psychologist (Full-time/Part-time) (Ref: iSPA – CP) iSPA Support Centre for Persons with Autism

Responsibilities:

1. To render psychological assessment for formulation of case interview and counselling services for ASD population service users;
2. To conduct evidence-based psychological intervention or therapeutic groups e.g. CBT, TCBT, mindfulness therapy, etc.;
3. To deliver in-depth counselling to parents or carers;
4. To deliver professional training or consultation services for staff of other service units, NGOs or stakeholders;
5. To conduct research study on current training model and develop new therapeutic intervention model for ASD population;
6. To consolidate knowledge and skills accumulated in service provision for the production of group manual; and
7. To perform ad hoc duties assigned by supervisor(s).

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 is preferred;
3. Experience in serving high functioning young persons with ASD is an advantage;
4. Excellent command of written and spoken English and Chinese;
5. Be able to work in a multi-disciplinary team, independent, flexible, innovative and dynamic with good interpersonal skills; and
6. Be able to handle high volume and spectrum of work.

(10) Clinical Psychologist (Full-time/Part-time) (Ref: CPS - 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 is 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 handle high volume and spectrum of work; and
6. Embrace person-centered practice with honest and collaborative manner.

(11) Clinical Psychologist (Part-time 0.5) (Ref: PROcruitC - CP)

Jockey Club PROcruit C Project

Responsibilities:

1. To design and offer training of mental health/ well-being knowledge and evidence-based well-being tools;
2. To develop wellness toolkits and training materials;
3. To conduct skill labs and provide consultation and supervision to trainees;
4. To provide professional advice on project implementation, monitoring and measuring project performance; and
5. 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 is preferred;
3. Profound knowledge and experience on mindfulness and use of different well-being tools is preferred;
4. Excellent command of written and spoken English and Chinese;
5. Be able to work in a multi-disciplinary team, independent, flexible, innovative and dynamic with good interpersonal skills;
6. Be able to handle high volume and spectrum of work; and
7. Candidates with relevant training and experience in Educational Psychology, Industrial/Organizational Psychology can be considered as Clinical Supervisor.

(12) Project Officer (Ref: PROcruitC – PO)

Jockey Club PROcruit C Project

Responsibilities:

1. To assist the project leader and project supervising psychologist in the overall implementation and coordination of the project;
2. To provide accounting, clerical and administrative support;
3. To coordinate logistics for activities in the project including recruitment and trainings;
4. To draft and produce promotional materials;
5. To engage with and coach professional trainees to collect feedback and follow up ;
6. To prepare service statistics, related progress reports and financial reports for the project; and
7. To carry out other duties as required by the supervisor.

Requirements:

1. Degree or above, preferably in Psychology, Social Work, Counselling or related disciplines;
2. At least 3 years of work experience;
3. Embrace person-centered practice with honest and collaborative manner;
4. Good command of spoken and written English and Chinese; and
5. Detail-minded, hardworking and able to work independently.

(13) Project Officer (Ref:newlife330 – PO)

Responsibilities:

1. To coordinate with collaborators, instructors and participants;
2. To assist in project management of funded projects, coordination and execution of projects;
3. To deliver talks and workshops;
4. To assist formulating marketing strategies and carrying out marketing duties as required;
5. To coordinate with professional team to follow up on research projects;
6. To prepare bilingual press releases, promotional materials and maximize publicity;
7. To update the website, prepare reports and be responsible for the administrative works of projects;
8. To provide support of enquiry hotline and follow-up service; and
9. 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 5 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. Excellent command of 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.

(14) Project Officer (Ref:dayday330 – PO)

Responsibilities:

1. To assist in expanding, developing and promoting tips and materials related to well-being for the general public and potential users/partners;
2. To prepare promotional materials and documents; and to assist in formulating marketing strategies and carry out marketing duties;
3. To conduct market research and prepare partnership and funding proposals for project development;
4. To be responsible for the planning and execution of promotional activities, programmes and events;
5. To update and enhance dayday330 website and applications;
6. To assist in conducting social media marketing for dayday330;
7. To handle media relationship concerning dayday330, prepare copy writing for dayday330 so as to maximize the publicity of dayday330;
8. To provide full spectrum of clerical and administrative support to dayday330;
9. To liaise with the community stakeholders and collaborators on matters relating to dayday330; and
10. To carry out other duties as required by the supervisor.

Requirements:

1. A recognized Bachelor's degree preferably in Linguistics, Translation, Psychology other related disciplines;
2. 1 to 2 years working experience in project coordination including but not limited to daily administration;
3. Proficient in written and spoken Chinese and English;
4. Proficient in Microsoft applications; possession of skills in using photos and/or videos editing will be an advantage;
5. Strong interpersonal and communication skills with a great sense of responsibility and self-motivation;
6. Be able to handle multi tasks and work independently; and
7. A good team player to promote the concept of well-being.

(15) 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 service users; 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.

(16) Analyst Programmer (18-month contract) (Ref: IT - AP)

Responsibilities:

1. To assist in planning, organizing, coordinating and monitoring of IT projects;
2. To assist in vendor evaluation and negotiation so that the IT services and products are procured to meet the Association objectives;
3. To perform internal Unit Test, Performance/Loading test and provide support in User Acceptance Test (UAT);
4. To maintain and support production application systems of the Association to maintain the agreed Service Level Agreement (SLA);
5. To support the IT system and provide technical support services to the system users of the Association and other NGOs; and
6. To undertake any other duties as assigned by Social Work Supervisor/ Information Technology Manager.

Requirements:

1. Diploma or above in Computer Science / Information Technology or related disciplines;
2. At least 1 year of relevant experience;
3. Good interpersonal, communication, problem solving and analytical skills;
4. Good working attitude, independent, flexible and a good team player;
5. Good writing skills for documentation and good command of written English; and
6. Fresh graduates will also be considered.

(17) Research and Project Assistant (Ref: eGPS - RA)

Responsibilities:

1. To assist in conducting mental health related research projects, particularly in evaluation of social impact of low intensity psychological intervention;
2. To be involved in all stages of the research process in liaison with research consultant and under the supervision of Clinical Psychologists of the Association;
3. To be responsible for design of research, development of questionnaires, literature review, data collection, subject interviews, analysis of research data and any research related administrative duties;
4. To provide accounting, assets management, and clerical support;
5. To assist in centre's reception and floor operation;
6. To manage centre's email account;
7. To be responsible on office sundries stocking and purchasing; and
8. To perform other duties as assigned by supervisor.

Requirements:

1. Bachelor or above, preferably in Psychology;
2. Relevant work experience in programme implementation & evaluation, and programme administration;
3. Experience in mental health rehabilitation service is an advantage;
4. Good in written English and Chinese;
5. Proficient use of MS Office and design related software; and
6. Detail-minded, hardworking and able to work independently.

(18) Accounts Clerk (Ref: CYIWC - AC)

Responsibilities:

1. To handle full set of accounts and clerical work;
2. To prepare reports, fixed asset register and bank reconciliation;
3. To update and compile statistics and records;
4. To update and handle inventory control and stocktaking;
5. To co-ordinate and handle the supporting work of the unit and service projects;
6. To assist in organizing various rehabilitation programmes; and
7. To perform other ad hoc tasks assigned by supervisor.

Requirements:

1. Diploma in Accounting, preferred with LCCI level 2;
2. At least 2 years' relevant working experience;
3. Proficient in MS office applications;
4. Good command of both written and spoken English and Chinese; and
5. Detail-minded, independent, organized and be able to work under pressure.

(19) Accounts Clerk (Ref: FIN - AC)

Responsibilities:

1. To check payment vouchers and verify the requisitions and / or invoices including the amount, account codes, descriptions, payee names and the authorization;
2. To check receipts summary and verify the pay-in slips, amount, account codes, etc.;
3. To reconcile accounting ledger with units or projects accounting records;
4. To prepare matching transactions of receipts against invoices in the SunAccount System;
5. To assist in data input and preparation of Annual Budget and Revised Budget;
6. To assist in month end closing and preparing monthly financial report for the Association; and
7. To file accounting vouchers.

Requirements:

1. Form 5 / DSE or above with LCCI level 3 or Diploma in Accounting;
2. At least 3 years' relevant working experience;
3. Experience in SunAccount System and proficiency in MS office applications;
4. Good command of both written and spoken English and Chinese; and
5. Ability to work independently and under pressure.

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.