



**New Life**  
Psychiatric Rehabilitation Association  
新生精神康復會

## **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) Assistant Superintendent (Nursing Officer) (Ref: NLBLSCH-ASNO)**

#### **New Life Building Long Stay Care Home (Sham Shui Po)**

##### **Responsibilities:**

1. To assist the Superintendent in the overall service planning and management of 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.

### **(2) Senior Occupational Therapist (Ref: CS-SOT)**

#### **Community Service**

##### **Responsibilities:**

1. To provide direct occupational therapy service for services users in ICCMW, which includes comprehensive assessment and personalized occupational therapy planning, and developing self-care, daily living and social skills of service users for their holistic rehabilitation and community integration;
2. To supervise and provide clinical consultation to a team of occupational therapists working in different ICCMWs;
3. To coordinate access to community resources to support users independent living and community integration;
4. To drive the strategic plans for vocational planning and service development; and
5. To coordinate different task groups as assigned for quality and professional service.

##### **Requirements:**

1. Bachelor's degree in occupational therapy or above, with 10 years OT practice experiences, including at least 5 years of OTI practice experiences in providing occupational therapy services in ICCMWs or in mental health field;
2. Proficiency in a range of evidence-based occupational therapy interventions;
3. Strong leadership and mentoring skills to guide and support other occupational therapists and other team members;
4. Excellent communication and interpersonal skills to collaborate effectively with different teams and stakeholders; and
5. Proficiency in both English and Chinese in speaking and writing.

### **(3) Mental Health Education Officer (Ref: JC-FOCUS+ – MHEO)**

#### **HKJC Stop-gap Measures for Timely Intervention and Crisis Management Project (Sham Shui Po)**

##### **Responsibilities:**

1. To assist with social worker to design and conduct different mental health or mental health education programs;
2. To liaise with external bodies on matters relating to the Project;
3. To conduct or assist with social worker to provide wellness workshops and mindfulness practices in centre, secondary and primary schools;
4. To support and keep service output and outcome records updated;
5. To assist in reception or telephone inquiries and support the logistics arrangement on mental wellness education and promotion activities, as well as the training and practicum for students and carer throughout the project; and
6. To provide timely follow up and support to the participants for arrangement and monitoring their practicum schedule.

##### **Requirements:**

1. Degree holder in psychology or related Bachelor's degree academic record;
2. Working or volunteer experiences to work with youth; and
3. Able to work independent.

### **(4) Mental Health Education Officer (Ref: JC-LMSP-MHEO)**

#### **LevelMind@JC Trust-initiated Project Online-offline School-Community Integrated Model for Youth Mental Wellness - LevelMind@JC at Schools (Tsim Sha Tsui)**

##### **Responsibilities:**

1. To assist in developing, translating or adapting protocols for self-management training on mental wellness for secondary school students;
2. To co-facilitate training sessions for a group of social workers, teachers, or youth with lived experience to deliver the self-management training protocols to secondary school students;
3. To provide training and support to secondary school students to enhance their knowledge and skills in self-management for mental wellness;
4. To assist in coordinating logistics for mental health education and promotion activities, as well as training workshops throughout the project;
5. To follow up with students in a timely manner and encourage them to apply their learning in their daily practice; and
6. To perform other assigned ad hoc tasks under the supervision of a supervisor.

##### **Requirements:**

1. Associate degree or above in Psychology, Counselling, Social Science, or other related disciplines;
2. 1-2 years of work experience would be advantageous;
3. Knowledge and experience in well-being tools (e.g. WRAP, 5 ways to well-being, Mindfulness, etc. is an advantage);
4. Possesses good command of spoken and written English and Chinese;
5. Proficient in PC skills and MS Office;
6. Demonstrates excellent communication and interpersonal skills;
7. Willing to share a personal lived experience with the public; and
8. Detail-oriented, hardworking, and able to work independently and under pressure.

**(5) Project Executive (Ref: JC-LMSP-PE)**

**LevelMind@JC Trust-initiated Project Online-offline School-Community Integrated Model for Youth Mental Wellness - LevelMind@JC at Schools (Tsim Sha Tsui)**

**Responsibilities:**

1. To monitor project performance and ensure timely delivery within scope and budget;
2. To process procurement requests for goods and services, maintain updated financial and asset records, and prepare relevant reports for auditing purposes;
3. To collect and compile reports and statistics on service performance and outcomes;
4. To assist in communication with community stakeholders and funders;
5. To prepare meeting minutes, reports, and handle administrative tasks related to the project; and
6. To perform other assigned ad hoc tasks under the supervision of a supervisor.

**Requirements:**

1. HKCEE / DSE or above, with relevant working experience would be advantageous;
2. Detail-oriented, independent, organized, and able to work under pressure;
3. Proficient in PC Skills and MS Office applications;
4. Possesses good command of spoken and written English and Chinese; and
5. Demonstrates excellent communication and interpersonal skills.

**(6) Project Manager (6-month contract) (Ref: CYC- PM)**

**A Mind-friendly Estate Model at Cho Yiu Chuen**

**Responsibilities:**

1. To manage the overall coordination, implementation, service evaluation and quality assurance of the project;
2. To liaise and engage with the community stakeholders and funder;
3. To monitor service-related documents including progress reports, financial reports, service statistics and evaluation;
4. To provide guidance and support to project staff in the project; and
5. To design and organize programmes and trainings.

**Requirements:**

1. Bachelor Degree or above, preferably in Social Work, Psychology or related disciplines;
2. 3 years of relevant work experience, with experience in project management is an advantage;
3. Good people management skills and administration skills;
4. Resourceful with good communication and interpersonal skills; and
5. Good command of spoken and written English and Chinese.

**(7) Engagement Officer (18-month contract) (Ref: DHC- EGMO)**

**Pilot Community Mental Health Support Programme in District Health Centre (DHC) (Tuen Mun)**

**Responsibilities:**

1. Planning and implementing promotional and engagement activities within the community;
2. Providing mental health-related talks and workshops;
3. Conducting screening assessments or consultations for potential service users; and
4. To perform other ad hoc tasks assigned by supervisor.

**Requirements:**

1. Associate degree or above;
2. At least 2 years experience in public relationship, sales or marketing;
3. Completion of a recognized low-intensity psychological intervention training program is preferable;
4. Proficient in MS Word & Excel, and Chinese Word Processing; and
5. Self-motivated and meticulous with good project management and interpersonal skills.

**(8) Executive Officer (18-month contract) (Ref: DHC - EO)**

**Pilot Community Mental Health Support Programme in District Health Centre (DHC) (Tuen Mun)**

**Responsibilities:**

1. To keep track on project performance and monitor the project is delivered on-time within scope and within budget;
2. To be responsible for processing procurement requests for goods and services, keeping financial and asset records updated and preparing relevant reports for auditing;
3. To collect and compile reports and statistic on the service performance and outcomes;
4. To assist in communication with community stakeholders and funder;
5. To prepare meeting minutes, reports and be responsible for the administrative works of project;
6. To assist in data collection, analysis of research data and report writing; and
7. To perform other ad hoc tasks assigned by supervisor.

**Requirements:**

1. Degree or above;
2. At least 5 years of relevant experience;
3. Proficient in MS office and Chinese word processing;
4. Strong written and spoken communication skills in English and Chinese; and
5. Self-motivated and meticulous with good project management and interpersonal skills.

**(9) Psychological Well-being Officer (18-month contract) (Ref: DHC- PWBO)**

**Pilot Community Mental Health Support Programme in District Health Centre (DHC) (Tuen Mun)**

**Responsibilities:**

1. To provide triage assessment and low-intensity psychological interventions for individuals with depression and anxiety, both in group and individual formats;
2. To assist in organizing promotional activities as well as talks and workshops;
3. To assist in the implementation and full range of support of the project; and
4. To carry out other duties as required by the supervisor.

**Requirements:**

1. Degree or above, preferably with mental health or health-related;
2. 1-2 years of working experience preferred;
3. Completed a recognized or well-established low-intensity psychological intervention training program which encompasses mental health assessment and evidence-based intervention for common mental disorders;
4. Good communication and interpersonal skills;
5. Good command of spoken and written English and Chinese;
6. Passion in mental health services, and
7. Self-motivated and able to work independently and as a team.

**(10) Clinical Research Assistant (Ref: CP - CRA)**

**Clinical Psychological Services (Sham Shui Po)**

**Responsibilities:**

1. To conduct and support the implementation of programmes and groups;
2. To assist in conducting mental health-related research projects including data collection, qualitative analysis of research data and other administrative duties, involve in all stages of the research process in liaison with research consultant; and
3. To support the development and improvement of treatment protocol and psychoeducation materials.

**Requirements:**

1. Bachelor degree holder or above (Psychology is preferable) with relevant working experience;
2. Experience in programme implementation, programme evaluation, and mental health rehabilitation service will be a definite advantage;
3. Good at written English and Chinese;
4. Use of MS Office and design related software; and
5. Attention to details, hardworking and able to work independently.

**(11) Research and Administrative Assistant (Ref: CP - RAA)**

**Clinical Psychological Services (Yau Ma Tei and Tin Shui Wai)**

**Responsibilities:**

1. To provide full spectrum administrative and operational support to the project;
2. To assist in conducting clinical intake interview for service users with a wide spectrum of emotional disturbances;
3. To assist on service evaluation, research project, writing up research and service report/presentations, set up research database;
4. To assist in performing editing and translation work, developing or translating or adapting psychological intervention protocols;
5. To assist in event preparation; and
6. To perform ad hoc assignments and other related duties as assigned by supervisor(s).

**Requirements:**

1. Bachelor degree holder or above (Psychology or Health Science is preferable);
2. Proficient in statistical analysis and use of statistical software;
3. Good command of spoken and written English and Chinese;
4. Attention to details, self-motivated and able to work independently;
5. Able to work under pressure and deal with high volume and spectrum of work; and
6. Good communication and interpersonal skill.

**(12) Executive Officer (Ref: NLF - EO)**

**New Life Farm (Tuen Mun)**

**Responsibilities:**

1. To provide general office management and administrative services to the unit;
2. To prepare internal and external proposal, reports, memos, plans and letters corresponding with governments or organizations;
3. To provide administrative and logistic support to the schemes, projects, volunteer service and visits to the unit;
4. To liaise with government or organizations in relation to services, contracts and construction matters; and
5. To supervise the work of instructor and general supporting staff and to carry out any other duties as assigned by senior officers.

**Requirements:**

4. Degree or above;
5. At least 3 years of relevant experience;
6. Proficient in MS Office and Chinese word processing;
7. Strong written and spoken communication skills in English and Chinese; and
8. Self-motivated and meticulous with good management and interpersonal skills.

**(13) Project Officer (Ref: WRAP - PO)**

**Wellness Recovery Action Plan (Sham Shui Po)**

**Responsibilities:**

1. To conduct comprehensive literature reviews, gather relevant information, and acquire background knowledge on mental health research topics;
2. To collect, organize, and ensure the accuracy of research data using appropriate statistical or qualitative techniques for analysis;
3. To actively participate in writing research reports and funding proposals;
4. To create compelling visuals, such as charts, graphs, or diagrams, to enhance the proposal's visual appeal and clarity;
5. To collaborate with team members in integrating their contributions into the proposal, ensuring a cohesive and alignment with the funding agency's objectives; and
6. To provide administrative support and effectively handle project documentation.

**Requirements:**

1. Bachelor's degree in Psychology or Social Sciences, preferably with research training or practical experience;
2. 1-2 years of relevant work experience, with an advantage of experience in mental health services;
3. Proficient in research and research-related software applications, such as SPSS;
4. Strong command of spoken and written English and Chinese; and
5. Resourceful individual with excellent administration, graphic management, and communication skills.

**(14) Project Coordinator (18-month contract) (Ref: TKW - PC)**

**Tin King Sheltered Workshop (Tuen Mun)**

**Responsibilities:**

1. To plan, implement and coordinate the IT project of a NGOs-shared IT platform and case management system;
2. To ensure the project is completed within scope, time, and budget;
3. To liaise with internal and external stakeholders;
4. To provide administrative support and assist in branding and marketing of the platform; and
5. To perform other ad hoc tasks assigned by supervisor(s).

**Requirements:**

1. Diploma or above with at least 1 year IT project administration or project management experience;
2. Good interpersonal, communication, problem solving and analytical skills;
3. Good command of spoken and written English and Chinese;
4. Self-motivated, well-organized and a team player;
5. Proficient in Microsoft Office and social media; and
6. Good command of Adobe Illustrator/ Video editing/ Artwork design is also an advantage.

**(15) Human Resources Associate (Ref: HR-HRA)**

**Human Resources Department (Sham Shui Po)**

**Responsibilities:**

1. To provide support for HR functions including compensation & benefits and performance management;
2. To assist in handling work injury, MPF and insurance administration;
3. To update and compile personnel data and records at the HRIS;
4. To assist in preparing employment contracts and other correspondences; and
5. To participate in special projects and perform other duties as assigned.

**Requirements:**

1. Diploma or above in Human Resources or related disciplines;
2. 1 years of human resources experience;
3. Well versed in Hong Kong Employment Ordinance and other relevant legislations/ regulations;
4. Proficient in MS Word and Excel;
5. Good command of spoken and written English and Chinese;
6. Well-organized, highly detail-minded with a strong sense of responsibility;
7. Good interpersonal and communication skills; and
8. Immediate availability is preferred.

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.