



誠聘合約職位

Case Manager (Lai Chi Kok) (Ref : CM / RDEP)

Key Responsibilities

- To reach and recruit targeted ethnically diverse group to enroll the Programme;
- To conduct customised employment-related case management including screening & needs assessment, pre-employment counselling, employment assistance & job matching, post-placement support and case review towards ethnically diverse applicants/participants;
- To handle referral and enquiries from other service units or external parties, and make other service referral if necessary;
- To communicate and collaborate with Employment Liaison Officer to facilitate the job matching and the activities of the Programme;
- To handle administrative work.

Requirements

- RSW with 3 years' relevant work experience in providing counselling services to Ethnically Diverse Group is preferred;
- Self-driven, passionate and proactive with good interpersonal and organisational skills;
- Strong team player and able to work in collaboration with others to deliver results and work independently;
- Proficient in both spoken and written English and Chinese.

本會提供之員工福利，包括進修津貼、住院及門診醫療計劃，工作滿五年後可獲額外僱主強積金供款等。應徵者請致函註明申請職位和工作地區，並附詳細履歷、要求待遇和到職日期，電郵至 recruit@sidebyside.org.hk。



(申請人所提供的資料將予保密及只作有關招聘用途)

註冊機構: 香港善導會 (本會為註冊擔保有限公司)