

We are a Catholic multi-service social welfare agency. Applications are invited for the following vacancy:

Family Service 家庭服務

Unit: Integrated Family Service Centre 綜合家庭服務中心

Post: Social Work Supervisor 督導主任 (Code: FS-IFSC-SWS)

Requirements

Registered social worker with a degree in Social Work ability to speak & write Chinese and English fluently; at least five years' work experiences in Family Service; strong leadership.

Key Roles and Responsibilities:

1. Direct Services

To provide direct services, such as casework, groups and programmes as assigned.

2. Supervisory and Administrative Duties

To assist the Senior Social Work Supervisor in performing the following responsibilities or any other duties as assigned:

- i Monitor progress of year plan and budgeted program expenditure, performance of output standards for Funding and Service Agreement for the Centre.
- ii Handling complaints in absence of Senior Social Work Supervisor and assist in collecting users' feedback for service development.
- iii Recruit, supervise and conduct annual appraisal for supporting and administrative staff.
- iv Act as convener of work teams or steering group for service planning, professional development.
- v Represent the Centre in district working groups and attend district co-ordination meetings.
- vi Locate resources, write up proposal and supervise service project.

3. Others

To undertake other duties as required by the Agency.

Contract Period: 1-year renewable contract

Working Hour: 39 net hours per week

Salary: \$46,815 per month

(**0.75 ASWO:** Starting from MPS Pt.16 & **0.25 SWO** Starting from MPS Pt.34, commensurate with working experience)

Location: According to service need

Please send your application letter quoting post name, job reference code and location requested with full resume to the **Head of Family Service, Room 137 Caritas House, 2 Caine Road, Hong Kong** or email to fshr@caritassws.org.hk by **30 April 2024**.

Applicants not invited for interview before 14 May 2024 may assume their applications unsuccessful.

(Successful candidates must consent to undergoing the sexual conviction record check. The personal data of applicants will be used strictly and exclusively for recruitment-related purpose)