

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

Family Service 家庭服務

Unit: Caritas Social Work Service for Pre-primary Institutions
明愛學前單位社會工作服務

Post: Senior Social Work Supervisor 高級督導主任(SWO) (Code: FS-SWSPPI-SWO)

1. Requirements

Registered social worker with a degree in Social Work and ability to speak & write in fluent Chinese & English; at least five years' work experiences in social work frontline; rich experience in supervising social workers and managing service unit; extensive experience in handling crisis and difficult cases, working with preschoolers and trained in Child-centred Play therapy, child protection and parenting; strong leadership, project management & innovative.

2. Key Roles and Responsibilities

- Formulate policy and procedure, strategic plan;
- Monitor the quality and quantity of services;
- Conduct supervision of the Team and provide staff training;
- Coordinate and liaise with school personnel, community stakeholders and government departments;
- Perform administrative duties related to the overall service implementation and be accountable for all reporting matters to the funder;
- Oversee the effectiveness of child protection, early identification and intervention mechanisms;
- Up hold the core values of Caritas and build up the team accordingly.

3. Contract Period: 1-year renewable contract

4. Working Hour: 39 net hours per week

5. Salary: \$79,930.00 per month (Starting from MPS Pt.34, commensurate with working experience)

6. 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)