

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

Family Service 家庭服務

Caritas Student Guidance Service (Primary School) 明愛小學學生輔導服務

Post 1: Social Worker 社會工作員 (ASWO) (Code: SGS-ASWO250501)

Post 2: Social Worker 社會工作員 (SWA) (Code: SGS-SWA250501)

Contract Period: 1-year renewable contract

Requirements:

- Registered social worker with a Degree in Social Work for ASWO or Diploma in Social Work for SWA
- Proficiency in speaking and writing both Chinese and English
- Prior experience in primary school stationing services is preferred
- Must have a minimum of 1 year of relevant experience in school services for ASWO post.

Duties: Provide service including casework, group work, family education service, home visit; organize volunteer activities and training for building a caring community; carry out other duties assigned by Supervisor.

Location: (ASWO) Central and Western District & Southern District, Hong Kong Island
(SWA) Kwai Tsing District & Kowloon East

Working hour: 39 net hours per week

Salary: (ASWO) \$36,850 per month (Starting from MPS Pt.16, commensurate with working experience)
(SWA) \$25,115 per month (Starting from MPS Pt.9, commensurate with working experience)

Application letter quoting the position, job reference code with resume and contact telephone number should be email to fsswrecruit@caritassws.org.hk by **6 June 2025**.

Applicants not invited for interview before **30 June 2025** 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.)

香港明愛是一所天主教社會服務機構，為社區提供多元化服務，現聘請下列職位：

家庭服務 Family Service

Caritas Student Guidance Service (Primary School) 明愛小學學生輔導服務

Post 3: 一級行政助理 Administrative Assistant I (Code: SGS-AAI250501)

合 約 期： 一年（工作表現良好可續約）

入職條件：

- 香港中學文憑考試五科達第 2 級或以上，或中學會考五科 E 級或以上程度（包括中、英(課程乙)文及數學)或同等學歷；具高級文憑或以上程度更佳
- 熟悉電腦操作（包括中、英文電腦文書處理、辦公室軟件如: Excel, Word 等）
- 具最少兩年文職及處理財務的工作經驗；曾任職社福機構經驗者優先
- 勤力、誠實、成熟、盡責、有禮貌及注重團隊精神，能獨立工作及有良好溝通技巧

職 責：

獨立負責財務及人事相關工作；協助一般辦公室行政工作、文書支援及處理服務統計資料；執行由上司委派的工作

月薪： \$17,200 起（總薪級表第 3 點）（視乎年資及經驗而定）

工作時間： 每週淨工作時間 39 小時

工作地點： 牛頭角

應徵者請親繕履歷及聯絡電話，在電郵標題上註明申請之職位及編號，於 **2025 年 6 月 6 日前** 電郵至 fssgs@caritassws.org.hk 高級督導主任收。若應徵者在 **2025 年 6 月 30 日前** 仍未獲約見，其申請可作落選論。

（獲取錄的應徵者需同意接受性罪行定罪紀錄查核。所有應徵者所提供的個人資料僅作本機構招聘程序之用。）