



The Kwai Tsing Safe Community & Health City Association (KTSCHCA) is looking for passionate and high caliber candidates to join our multi-professional team to work for the Kwai Tsing District Health Centre (K&T DHC). Building on the self-management and capacity building approach, the Project is a new 3 years pilot programme commissioned by the Food and Health Bureau of HKSAR that aims to strengthen primary care, medical-social-community collaboration, and public-private collaboration in the Kwai Tsing District which would be a challenging and important milestone in the health care system in Hong Kong.

### **1. Physiotherapist I/II (DHCB3-PT-MP) - Full time or Part-time**

#### **Job Duties**

- Provide clinical services in DHC Core Centre and Satellite Centres
- Communicate and liaise with the Hospital Authority, network medical practitioners, professional groups and related parties
- Develop and provide training, health promotion and education programs

#### **Requirements**

- Holder of a valid registration certificate issued by the Physiotherapist Board, Hong Kong
- Degree in Physiotherapy or equivalent
- For Physiotherapist I position, at least 5 years working experience in related settings. For Physiotherapist II, at least 2 years working experience would be required

### **2. Care Coordinator (Nursing) (DHCB3-CC-MP)**

#### **Job Duties**

- Provide health assessment, screening, counselling, health education, and other nursing services in DHC Core Centre and Satellite Centres
- Act as case manager of community rehabilitation programs
- Coordination of care among multi-disciplines in DHC and the DHC Service Network Providers
- Operate the clinical management system for clinical documentation and communication

#### **Requirements**

- Holder of a valid Registered Nurse practicing certificate issued by the Nursing Council of Hong Kong.
- Degree in Nursing or equivalent
- Five years of experience in related services as registered nurse including elderly care
- Recognized post registration training in DM care/ Cardiology/ Primary Health Care/ Community Care would be an advantage

### **3. Accounting Officer (DHCB3-AO-MP)**

#### **Job Duties**

- Responsible for full set accounting, including timely and accurate monthly and year-end closing, periodic stock take, inventory records are properly updated and reconciled in the accounting system and cash flow management
- Assist in the procurement and tendering process
- Prepare monthly financial and management reports, service statistics and analysis as required by the Food and Health Bureau ("FHB") and the Association
- Responsible for fee collection and payment reimbursement with FHB
- Responsible for the administrative and financial related issues with the network doctors and health practitioners
- Assist in annual budget preparation and support the development of the annual work plan
- Responsible for human resource issues, such as salary, MPF, and insurance
- Ensure proper and complete documentation and filing for easy retrieval of all accounting related documents
- Perform ad-hoc accounting projects, assignments and duties as required.

#### **Requirements**

- Degree or Diploma in holder Accounting or LCCI Higher / ACCA II or equivalent
- At least five years of solid experience handling full set of account and experience in health and medical service industry will be an added advantage
- Proficient in MS Office application including Excel, Word and PowerPoint is a must
- Experience or knowledge in MYOB and ERP system is an advantage
- Possess strong interpersonal, communication and analytical skill
- Well organized, attention to detail, strong sense of responsibility proactive and self-motivated
- Immediate available is highly preferred

### **4. Community Relationship Officer (DHCB3-CRO-MP)**

#### **Job Duties**

- Responsible for the PR functions and media communication of the Project
- Communicate and liaise with the network medical and health care practitioners, community organizations and self-help groups
- Coordinate the pro-bono services provided by service partners, institutions and professional bodies
- Other administrative support for DHC services

#### **Requirements**

- Post-secondary education in public relations, journalism, or communication
- At least 3 years of post-qualification working experience

### **5. Pharmacist (DHCB3-PHA-MP) Full time or Part-time**

#### **Job Duties**

- Offer clinical pharmacy/ drug counselling or related services
- Provide health promotion activities and patient empowerment programs at the centres and with the community stakeholders

#### **Requirement**

- Registration with the Pharmacy and Poisons Board of Hong Kong;
- Five years of patient care related practice in pharmacy

### **6. Dietitian (DHCB3-DT-MP) Full time or Part-time**

#### **Job Duties**

- Provide dietetic advice and counselling services
- Provide health promotion activities and patient empowerment programs at the centres and with the community stakeholders
- Organize cooking classes to promote healthy diet
- Produce healthy menu and related health education materials
- Coordinate health promotion activities with local restaurants for participation

#### **Requirement**

- Post-graduate diploma in dietetics or a bachelor of science degree in dietetics, inclusive of an internship, or equivalent
- Five years of patient care related practice in dietetic service

### **7. Community Health Practitioner I (DHCB3-CHPI-MP)**

#### **Job Duties**

- Support the operation of professional counseling and treatment sessions
- Arrange health promotion activities, patient empowerment programs and rehabilitation exercise
- Assist the care coordinator in administration and operations of the satellite center

#### **Requirements**

- Completed Post-secondary education in health-related studies, such as public health, community health practice, nutrition, gerontology, sport science,
- Possession of Certificate of the Health Worker/Phlebotomist training will be an advantage
- Experience in caring for cases with chronic illness is an advantage
- Good communication skill and proficient in MS Office application

### **8. Community Health Practitioner II (DHCB3-CHPII-MP)**

#### **Job Duties**

- Be responsible for reception, membership registration, and activities registration
- Assist in primary health promotion activities, patient empowerment programs, and rehabilitation exercise classes
- Support other services in the center

#### **Requirement**

- Completed Post-secondary education in health-related studies or above,
- Possession of Certificate of the Health Care Assistant Course will be an advantage
- Good communication skill and proficient in MS Office application

### **9. 高級技工 / 司機 (DHCB3-SA-MP)**

#### **職責範圍**

- 負責中心的雜務工作，包括保養維修、搬運等工作
- 負責駕駛無障礙巴士
- 負責車輛清潔、日常保養、年檢及續牌事宜

#### **申請資格**

- 持小巴(第5類別)駕駛執照
- 持小型工程牌照
- 持電業工程人員A牌優先考慮

### **10. 一般事務員 (DHCB3-WK-MP)**

#### **職責範圍**

- 負責中心內外有關地方及設施之清潔工作
- 協助中心日常運作之行政事務，包括影印、文件傳遞、採購及外勤等工作

#### **申請資格**

- 中學或小學程度，刻苦耐勞，具良好溝通技巧

Our service centre(s) tentatively open Monday to Saturday from 10 am to 8 pm. Staff are required to work on shift including weekends and public holidays. Attractive salary package will be offered to the right person. Interested parties please send your full resume with reference, present and expected salary to [dhc\\_hr\\_enquiries@ktschca.org.hk](mailto:dhc_hr_enquiries@ktschca.org.hk) on or before 10 June 2019.