

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF APPLIED SOCIAL SCIENCES

Post Specification

Training Officer (Ref. 21042903-IE)

The “Promoting Family Resilience Project” (“the Project”) is a three-year social service project supported by the Hong Kong Jockey Club Charities Trust. The Project’s key components include a website, online educational programmes and family activities, community-based professional intervention programmes, capacity-building workshops for professionals, needs-based assessment and evidence-based evaluation studies.

Duties

The appointee will be required to:

- (a) provide support in the design, implementation and operation of the online education programmes and family activities of the Project;
- (b) liaise and collaborate with social workers of the non-governmental organizations (NGOs) to co-create and co-design the community-based professional intervention programmes with implementation;
- (c) assist in the design, implementation and operation of professional training workshops for social workers, teachers and health professionals;
- (d) provide support to the project leader and the Senior Training Officer in the daily operation of the Project; and
- (e) perform any other duties as assigned by the Head of Department or his/her delegates.

Qualifications

Applicants should:

- (a) have an honours degree of Social Sciences or related disciplines plus at least five years of relevant post-qualification experience in Social Work/Family Practice or Counselling, preferably with qualifications registrable with the Social Workers Registration Board in Hong Kong being an advantage;
- (b) have a good command of both written and spoken English and Chinese;
- (c) have good computer literacy including MS Word and PowerPoint;
- (d) have good interpersonal and organizational skills; and
- (e) be a good team player and able to work independently.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

29 April 2021