



Assistant Manager, Foster Care Services (Ref: MCW/220428/AM_FCS)

CHANGE YOUR FUTURE AND THE FUTURE FOR CHILDREN IN HONG KONG. JOIN OUR TEAM.

Our staff are creative, collaborative, and willing to do whatever it takes to get the job done. They embody our core values and believe in our vision and mission. If you enjoy a work environment that is challenging, rewarding and making an impact, we invite you to consider a career with Mother's Choice.

Position Description

Leads best practice and oversees all operations of their services in line with Mother's Choice core values and strategic plan. This role works closely and collaboratively with the Manager and senior leadership.

To support the mission "To be the champion for children in adversity by providing a loving and safe foster family and provide innovative intervention with individualized care, so that they can be in a loving, stable and permanent family as quickly as possible" through the role of assisting the Manager to oversee operations and case work within the department.

Key Responsibilities

Centralized Intake

- Oversee the implementation of centralized intake services in Mother's Choice to ensure the efficiency and quality of services delivered to children referred for placement
- Ensure close collaboration and communication across services team to identify potential placements for children
- To identify trends, monitor and review the centralized intake program that address the diverse service needs and ensure the quality service standards
- Maintain and manage partnerships with referral agencies

Foster Family Vetting

- Oversee the running and provision of foster family vetting within the framework of the Social Welfare Department's requirements, in line with Mother's Choice's policies and procedures, and to a quality standard to well serve children and families
- Develop and implement a robust system that facilitates foster family recruitment, assessment, approval, support and training of foster families
- Plan and manage the long term development and growth of foster family recruitment and retention strategy
- Support education and awareness raising projects within the community

Case work, Program work and Collaboration

- Hold complex case work; Lead, coach and supervise a team of social workers to perform quality case management and advocacy services for children
- Ensure escalation of cases where necessary
- Liaise with internal and external parties to represent and share the department's services
- Support and develop collaborative partnerships and opportunities with external parties (professional groups, government departments, NGOs etc)

Operations

- Lead, coach and supervise staff to provide quality services
- Ensure usual service provision and daily operations are maintained
- Ensure administration and monitoring of service provision, ensuring adherence with agency policy and procedures
- Assist Manager in completing, monitoring and reporting of funding applications
- Assist Manager to plan and administer annual planning, forecast and budget
- Oversee departmental financial performance against budget
- Contribute in reporting to leadership and preparation of information for external parties



- Assists Manager in recruitment of staff
- Assures development, implementation, and monitoring of policies and procedures (e.g. compliance with Social Welfare Department (SWD) Service Quality Standard (SQS) or other funding requirements)

Requirements

- Bachelor's Degree or above in Social Work
- Registered social worker
- 7 years' experience (including 2 years' management experience) in child and family related discipline
- Good leadership skills with people and project management
- Strong interpersonal and communication skills, especially in handling conflict and work with different stakeholders.
- High proficiency in English and Chinese ability
- Strong critical thinking to analyze needs of service, staff and agency, capacity, and big picture strategy
- Strong knowledge in service area and good knowledge of interconnected services and issues clients of Mother's Choice face including Child Development and Child Protection. Able to identify risk to service users and staff.
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount

Traits required for Success

- Courageous, mature, high resilience and able to work under pressure or ambiguity
- Able to work independently as well as with a multi-cultural team
- Qualities of flexibility and adaptability to meet changes and challenges
- Independent, detailed-minded, highly organized, reliable and self-driven
- Champions the best interest of the child

To Apply

Interested candidates should send a cover letter, full resume quoting the job reference number (Ref: MCW/220428/AM_FCS) and expected salary to Assistant Director, Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email hr@motherschoice.org; fax 2525 7445

Personal data collected will be used for recruitment purposes only. Applicants who do not hear from us within two months may consider their application unsuccessful. Mother's Choice is committed to diversity and inclusion and is an equal opportunity employer.

About Mother's Choice

Mother's Choice is a local charity serving the many children without families and pregnant teenagers in Hong Kong. We join hands with our community to give hope and change the life stories of vulnerable girls and babies. Our vision is to see every child in a loving family.