



Program Officer, Adoption Services (Ref: MCW/230310/PO_AS)

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.

Key Responsibilities

- Support post adoption activities for adopted persons and families, including specific alumni programs for local and overseas adopted persons
- Ensure programs are running with appropriate utilization of resources and accountability
- Strengthen post adoption support through increased in-depth contacts with adoptive parents, co-ordinate training contents for adoptive parents and developing mentorship program for adoptive families
- Management of volunteers for childcare and other program support
- Contribute to strategic development and implementation of projects to raise adoption awareness within the community
- Collaborate with internal and external partners for adoption programs and represent Adoption Services in planning of organization wide events
- Co-ordinate review and evaluation of programs, and make recommendations
- Support impact measurement of programs
- Assist Service Manager in service administration with Social Welfare Department and coaching of newer staff
- Perform any other duties as required

Requirements

- Preferable degree in social work or other relevant social science discipline, with minimum 1 years' experience in children and families work
- Consideration will be given to other qualifications in relevant disciplines where applicant has 3+ years of relevant experience
- Knowledge of program design, monitoring and evaluation requirements
- Good command in spoken and written English and Chinese
- Good computer literacy, familiar with MS Office and Chinese word processing
- Good communication and interpersonal skills
- Mature and good team player
- Organised, self motivated and able to work independently
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount.

To Apply

Interested candidates should send a cover letter, full resume quoting the job reference number (Ref: MCW/230310/PO_AS) 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.