



Assistant Manager, Youth Services Program (Ref: MCW/20230717/AMYS)

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

Position Description

Mother's Choice is seeking a dedicated individual to join our Youth Services team. We aim to empower and support vulnerable youth and pregnant teens by providing high-quality services to children, youth, and families in need. Our goal is to break the cycle of vulnerability and provide every child with a safe and loving family.

As our Assistant Manager in Youth Services, you will play a critical role in empowering vulnerable youth and pregnant teens by providing them with the necessary skills and network to prevent and intervene in teenage crisis pregnancy. Reporting to the Director of Clinical and Residential Programs, you will supervise frontline services, ensure program quality, and mobilize volunteers and alumni. If you are passionate about making a positive impact in the lives of vulnerable youth and empowering them, we want you on our team. We will provide training to ensure that you have the necessary skills and knowledge to perform your job effectively.

Key Responsibilities

- (1) Oversee Youth Services Programs for pregnant and postnatal girls
 - Strategize the operations and logistics of intervention programs for pregnant girls, namely Chill Zone and Early Intervention Services (EIS), and postnatal girls, namely support program, with the mindset to build protective factors
 - Coach and lead Senior Program Officers and Program Officers in planning programs, communicating with internal teams (e.g. Caseworkers, Residential Cares, Early Intervention Services, Volunteer Engagement, etc.) and external service providers to ensure values alignment and relevancy to clients' needs
 - Monitor the output and outcome tracking process to ensure fulfillment of funding commitment, accurate reflection of clients' progress and team's effort
 - Conduct periodic needs assessment with stakeholders and keep up with the trends in order to reach more potential clients
- (2) Support Youth Services and Program, Overall Evaluation and Monitoring
 - Supervise and gatekeep the design of evaluation tools for Youth Services caseworks and programs; train and mobilize the team to align data collection system and communicate with Impact Measurement team on data management
 - Ensure all data collection, storage and privacy policy are implemented and align with organization/funding/research bodies' guidelines
 - Support Director to conduct analysis of CANS data, prepare KPIs and funding reports for the strategic design of programs
- (3) Others
 - Assist in other Youth Services & Community Services initiatives such as conferences and workshops to amplify the reach and increase public awareness on the plight of issues of vulnerable youth and children
 - Undertake other duties as assigned



Requirements

- University degree or above; Registered Social Worker or Counsellor certification is an advantage
- 5 years or more of frontline experience in program execution, with at least 1 year of program management and staff supervision experience, preferably in the youth, public health, or related field
- Demonstrated leadership skills to establish partnerships, mobilize staff and volunteers and champion the organization's mission
- Excellent planning and facilitation skills for adult trainings and youth small groups
- Self-awareness, creativity, drive, resilience, and integrity
- Dedication to upholding Health, Safety, and Access to Information values
- Passion for the Mother's Choice mission and commitment to the organization's strategic vision and future plans
- Good written and verbal communication skills in English and Cantonese
- Flexible to work occasional evenings and weekends, and at different program locations
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount

To Apply

Interested candidates please send a full resume , expected salary, and available date to Assistant Director, Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; or email to hr@motherschoice.org

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.