



Coordinator, Foster Care Services (12-Month Renewable Contract)

(Ref: MCW/20230907/FCSC)

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

We are looking for Assistant to Social Worker in Children Services to support our mission "To be the champion of the children in care and offer holistic case management services to ensure the best interest of the child and facilitate their permanency plan for every child in a loving family".

This individual will be responsible for assisting the social worker in case management and related duties. This role also entails report writing, administrative tasks such as scheduling appointments, handling paperwork, and coordinating visits and follow up appointments.

Key Responsibilities

- Attend meetings and take minutes to ensure accurate documentation of discussions and decisions.
- Provide support to clients during appointments, interviews, and counseling sessions, as requested by the social worker.
- Assist in foster homes assessment and write up comprehensive reports on foster home assessments based on holistic evaluation.
- Maintain relationships with social service agencies to collaborate on case management and advocate for children's needs.
- Liaise with external agencies and service providers to coordinate services and resources for clients.
- Assist in scheduling activities for children in care, including transportation, meals, therapy, and treatment.
- Assist with data collection, including tracking and updating child histories, and inputting data into agency database.
- Provide administrative support, including answering phones, scheduling appointments, and filing.
- Maintain up-to-date and standardized case record and documentations including assessment and progress reports.
- Perform other related duties as assigned.

Requirements

- Bachelor's degree in psychology, sociology, or related discipline (Preferred)
- 1 year of experience in child & family related discipline (Preferred)
- Good knowledge in areas of Attachment, Parenting, Child Development and Child Protection
- Strong administrative and organization skills
- Outstanding communication and interpersonal skills
- High proficiency in spoken and written Chinese and English
- Ability to work in a team as well as independently in a multicultural environment
- Proactive and assertive in championing for the best interest of the child
- Must share the commitment of our organization 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.