

Mind HK is a fast-paced, quick-growing mental health charity, with the mission to ensure that no one in Hong Kong is facing a mental health problem alone. Since our launch in November 2017, we have trained over 7,000 people on mental health awareness, have over 50,000 users per month on our website, and regularly engage with hundreds of thousands of people in the Hong Kong community through our campaigns.

### **Service Coordinator – YWP**

We are currently looking for a highly qualified individual to act as Service Coordinator in our new Youth Wellbeing Practitioner (YWP) programme, which will offer low-cost, evidence-based mental health treatments to young people aged 11-25.

The role will oversee and manage the organisational aspects of the YWP pilot programme development and rollout, including developing the operational procedures for the programme and liaising with key partners to ensure the smooth running of the programme in its pilot phase. The post holder will work with local university partners to develop and finalise logistics for the running of a local training programme for YWPs. They will also develop and finalise the arrangements for the placement of YWPs in local sites including schools and other community sites.

There will be a strong coordination component to the role, with an emphasis on managing relationships with local and international stakeholders. The successful candidate will work closely with the YWP team to ensure the suitability, compliance, and delivery of the YWP programme and pilot. The incumbent will work with local and international university partners to finalise accreditation arrangements.

The ideal candidate will have experience of working in mental health services, with a strong understanding of mental health treatment for young people in Hong Kong. This person will have excellent communication and organisational skills.

Please note, this role does not involve direct clinical work or client contact.

This is a full-time contract role.

### **Qualifications/skills**

#### ***Essential***

Experience of service development projects  
Excellent written and spoken communication skills  
Excellent organisational skills  
Bilingual (English and Cantonese)

#### ***Desirable***

Degree in Administration/ project management  
Mental health qualification a plus  
Experience in primary care mental health settings a plus



Interested parties can email: [hr@mind.org.hk](mailto:hr@mind.org.hk) with available date and salary expectation. For more information about Mind HK, please visit: [mind.org.hk](http://mind.org.hk)