

## **Project Manager (Social Worker) - iACT (Tai Po Fire Mental Health Recovery Project)**

Mind HK is a fast-paced, quick-growing mental health charity with a vision to ensure that no one in Hong Kong has to face a mental health problem alone. Since our inception in 2017, we have trained over 35,000 individuals in mental health awareness, gained over 3,000,000+ new website users since summer 2018, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

We are currently seeking a highly motivated individual to serve as the Project Manager for our Improving Access to Community Therapies (iACT) services in the Tai Po Fire Mental Health Recovery Project, which will offer evidence-based mental health treatments to people who are affected by the Tai Po fire incident. The Project Manager will oversee and coordinate the organisational aspects of the Tai Po Mental Health Recovery Project and will report to the Head of Programme - iACT.

### **What you'll be doing:**

- Oversee day-to-day project operations, including service delivery, workflow coordination, budget monitoring, and achievement of service outputs/outcomes.
- Work closely with Clinical Advisors to maintain clinical governance, service safety, and fidelity to trauma-informed models.
- Liaise with shelters, NGOs, government departments, and funders, ensuring smooth communication and stakeholder alignment.
- Prepare proposals, progress reports, manuals, minutes, and documentation for internal management and funding bodies.
- Conduct needs and risk assessments, triage service users, and coordinate referrals to appropriate support levels
- Deliver psychoeducation talks and community workshops to enhance trauma awareness and resilience.
- Perform other duties as assigned, including occasional participation in events outside office hours (TOIL provided upon approval).

### **What you'll bring:**

- Registered social worker.
- At least 4 years of relevant experience, preferably in the mental health sector.
- Minimum 1 year of experience in managing social service projects or programmes.
- Excellent interpersonal skills and comfortable in public speaking.
- Strong written and verbal communication skills in both English and Chinese.
- Solid project management skills, with initiative and the ability to drive work forward.
- Demonstrated ability to collaborate effectively with external partners and stakeholders.

### **Terms:**

Full Time (5 days per week); 1-year contract, renewal subject to review at contract end.

**Salary and Benefits:**

The starting salary for this position will be set with reference to the Government pay scale and adjusted through our internal point system according to experience and competencies. Annual salary increments follow our structured salary framework.

At Mind HK, we offer:

- A 7-hour workday; full-time staff work 5 days per week, while part-time staff follow their agreed-upon schedule.
- 22 days of annual leave (prorated for part-time staff), quarterly Mental Health Days, and medical insurance.
- A commitment to staff development, offering up to 2 days of study leave, access to ongoing training, workshops, and cross-organisational learning opportunities.
- Additional support through regular check-ins with counsellors and ongoing staff well-being activities.

**Application:**

To apply for this position, please email [hr@mind.org.hk](mailto:hr@mind.org.hk) with a brief statement of interest and motivation, CV, dates of availability, salary expectation, and level of proficiency with written and spoken Chinese (Both Cantonese and Mandarin) and English.

**Our Commitment to Inclusion:**

Mind HK is an equal-opportunity employer, and strives to create a diverse and inclusive workplace that values and respects the unique contributions of each team member, and we welcome candidates from all backgrounds and walks of life to apply for our open positions.

Should you require any support or accommodations during the interview process, please do not hesitate to specify your needs in your application or reach out to us directly. We are committed to ensuring a fair and accessible recruitment process for all candidates.

All applications will be handled with strict confidentiality and used exclusively for recruitment purposes.