

OBHK is in need of Case Manager (6 months contract)

We are looking for a Case manager to enhance the quality of the autism ministry and maximize the impact of the needy families who affected by autism. The Case manager duties include assessing, planning, implementing, monitoring and evaluating actions required to meet the objective of the program.

Responsibilities:

- Establish & maintain relationships and networks with program participants, service partners, beneficiaries and volunteers.
- Record cases information, handle case report and progress report.
- Home visits and case review
- Facilitate relationship building between beneficiaries and involved parties.
- Keep track of the family's progress
- Other Ad hoc assignments

Experience:

- Preferred experience in Special Education Needs

Skills:

- Analytical, strategic, creative, decision-making and time management skills.
- Ability to take initiative.
- A team player, attentive to details, high quality awareness, well organized with good communication skills.
- Good command of English & Chinese, with problem solving /analytical skills

Please send your full resume, church affiliations (if any), current and expected salary, to info@obhongkong.org or by fax 2150-5029. Personal Data provided by job applicants will be used for recruitment purposes only. Applicants who are not invited for interviews within six weeks may consider their applications unsuccessful.