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## **RMHC HONG KONG Assistant House Manager (Shatin House)**

RMHC Hong Kong is a fast-growing organization looking for passionate talents to join. RMHC Hong Kong aims to create, find and support programs that directly impact the health and well-being of seriously sick children and their families that we have served for over 27 years while RMHC global has been serving worldwide for 50 years. We provide a 'home away from home' accommodation and 'family-centered care' services to ensure families stay close together while their child is undergoing hospital treatment.

To fulfil the rising demand for the unique services we provide, we are expanding from a 23-room Ronald McDonald House in Shatin, to a new and additional 66-room Ronald McDonald House in Kwun Tong. Having been the first chapter of the RMHC global network established in Asia in 1996, we are as committed as ever to providing shelter to those families confronted with the most difficult physical and psychological challenges with a child in serious sickness.

For more details, please visit [www.rmhc.org.hk](http://www.rmhc.org.hk)

**Report to the House Manager (Shatin), the Assistant House Manager plays an important role in the promotion of family centered care services through RMHC Hong Kong services and programs. This exciting job provides an opportunity for one with passion to get involved in a very meaningful workplace, as well as to extend one's full potential for career exposure and growth.**

### Key Responsibilities:

- Assist House Manager in overseeing the day-to-day House operations, handle and able to assist with family issues promptly.
- Assist in supervision, training and monitoring the team members and outsource staff



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- Communicate and collaborate with hospital partners on case referrals and accommodation at Shatin House for the needed sick children and families.
- Knowledge in Procurement is required.

Requirements:

- Degree holder in Social Work. Experience in Residential Care and Rehabilitation services, IFSC or DECC is preferred.
- Minimum of 5 years in management position with experience in social services.
- Experience in building management is an advantage.
- Able to engage in programs and activities in the House for children and families.
- Proficient in both English and Chinese, written and verbal. The ability of speaking Mandarin is an advantage.
- Knowledge of MS Office applications and data applications.
- Able to work on a flexible schedule, including weekends and public holidays when needed according to operations.

Interested parties please send your CV with present and expected salary to us at [admin@rmhc.org.hk](mailto:admin@rmhc.org.hk)