



Founded in 1983, we are a non-profit making organization that provides intensive and well-rounded multi-disciplinary early intervention and therapy services to pre-school children with special education needs aging between 0 to 6 years old. Our commitment is to help them to achieve their full potential at the earliest possible age.

We welcome passionate individuals in joining Watchdog family to be one of us!

Watchdog Early Education Centre

Service Supervisor (Full time / Part Time)

Major Responsibilities

- Provide leadership, direction, and strategy for the overall planning, administration, and monitoring of pre-school rehabilitation service and self-financed centres
- Provide recommendations to Executive Director regarding the development of services for children with special learning needs as well as the development of manpower resources for related service centres
- Inspire and lead the staff teams in achieving continuous improvement and service upgrading as well as innovative initiatives
- Monitor the service outputs, including but not limited to recurrent and non-recurrent budget
- Act as the representative in external meetings or working groups to keep close partnership with stakeholders, and
- Oversee the development of service-related IT system

Requirements

- A recognized Degree in Social Work or related discipline
- Minimum 5 years' relevant experiences in social work service management
- Extensive experience in pre-school rehabilitation services, including OPRS and EETC an advantage
- Strong leadership, strategic and analytical thinking, organized and efficacious problem-solving skills
- A team player with pleasant and positive personality, pro-active, open-minded, able to think out of the box with excellent people skills
- Proficient in both written and spoken English and Chinese

Interested parties, please apply with a detailed resume stating current and expected salary to Executive Director, Watchdog Early Education Centre, G/F, 12 Borrett Road, Central, Hong Kong and email to coppt@watchdog.org.hk.

Collected information is kept strictly confidential for employment-related purpose. Applicants who have not received our feedback within 3 months can consider the applications as unsuccessful. Unsuccessful applications will be properly disposed.