



WEST KAUI MEDICAL CENTER – MAHELONA MEDICAL CENTER
KAUI VETERANS MEMORIAL HOSPITAL SAMUEL MAHELONA MEMORIAL HOSPITAL
HUMAN RESOURCES KAUI REGION P. O. BOX 337 WAIMEA, HI 96796

Amended 01/01/09

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 01/01/09
JOB TITLE: OUTPATIENT CLINICAL ASSISTANT – ENTRY LEVEL
OUTPATIENT CLINICAL ASSISTANT – FULL PERFORMANCE
RECRUITMENT NO.: KAUI 012-08 AMENDED 01-01-09 (Permanent Full-Time) EL
KAUI 013-08 AMENDED 01-01-09 (Permanent Full Time) FP
JOB LOCATION: KAUI VETERANS MEMORIAL HOSPITAL, Waimea, Kauai, Hawaii
SALARY RANGE: \$2728 per month (BU10/HE-04)
\$2903 per month (BU10/HE-06)

Job Duties: *This position works in an Outpatient Clinic. Entry Level assists with nursing care in an outpatient clinical setting and Full Performance position is responsible for independently performing the full range of nursing care and related technical work.*

MINIMUM QUALIFICATION REQUIREMENTS:

To qualify, you must meet all of the following requirements. Please note that unless specifically indicated, the required education and experience are credited based on a 40-hour workweek.

EXPERIENCE: One (1) year of work experience which involved independently observing and reporting a variety of physical and/or mental symptoms and conditions and implementing care and/or treatment procedures for a case load of acute care patients. Such experience must have demonstrated knowledge of basic nursing skills (i.e., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); first aid; patients' rights; universal precautions; infection control; body mechanics; basic medical and nursing terminology; and the ability to read, write, speak and understand simple sentences in English; follow oral and written instructions precisely; and assist in providing paraprofessional nursing care to patient receiving care on an outpatient basis.

One (1) year of progressively responsible work experience in an Outpatient Clinic or similar health institution setting receiving formal and/or on the job training in outpatient medical surgical practices, techniques, procedures, equipment and supplies; and applying the knowledge gained by assisting professional nurses in the provision or care to outpatients. Such experience must have demonstrated knowledge of emergency medical practices, techniques and procedures; functional anatomy and human physiology.

SUBSTITUTION: Completion of a professional nursing curriculum from an accredited school substitutes for the experience required for entry level.

CERTIFICATION: Certification in Health Care Provider, (adult, child and infant) and/or Health Saver Plus (adult) must be obtained within six (6) months of employment.

PHYSICAL REQUIREMENTS: All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities include:

Sensory: Read typewritten and/or handwritten orders and notes in patient charts; observe changes in patient skin color; hear through a stethoscope to measure a patient's blood pressure and listen for heart and lung sounds.

Coordination/Dexterity: Apply dressings, slings and bandages; possess good bilateral hand and finger dexterity in order to assist physician and/or nurse.

Strength/Stamina: Ability to stand, walk and stoop for extended period of time; lift, transfer, reposition, move patients; and subdue uncontrolled patients.

Mobility: Move freely throughout the work setting and respond to emergency situations quickly.

KVMH • P. O. Box 337. • WAIMEA, HAWAII 96796 • PHONE: (808) 338-9431 • FAX: (808) 338-9420

MAHELONA • 4800 KAWAIHAU RD. • KAPAA, HAWAII 96746 • PHONE: (808) 822-4961 • FAX: (808) 822-5781

DESIRABLE QUALIFICATIONS: Ability to handle emergency situations in a calm manner; ability to communicate and work effectively with distraught or agitated individuals.

QUALITY OF EXPERIENCE: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.

Note: We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment will be required to become a Hawaii resident within a reasonable time from hire.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to an HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted periodically and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

HOW TO APPLY: Applications are available at the **Kauai Veterans Memorial Hospital**; Human Resources Office, 4643 Waimea Canyon Dr.; Waimea, HI 96796 and at Samuel Mahelona Memorial Hospital, Human Resources Office, 4800 Kawaihau Rd, Kapaa, HI 96746. You can call (808) 338-9426, e-mail: kauaijobs@hhsc.org or visit our website at www.kvmh.hhsc.org. Application hours are: M-F 7:30 a.m. to 4:00 p.m., excluding holidays, at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW, SUBSEQUENT APPEALS: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s), 2. the specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. any additional information you want to submit to substantiate your request. **If you do not submit your request within the twenty (20) days deadline, no Administrative Review will be conducted.** Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.