



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

07/30/09

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 07/30/09
JOB TITLE: RECREATION AIDE – FULL PERFORMANCE
RECRUITMENT NO.: KAUAI 015-09 (Permanent Full-Time)
JOB LOCATION: KAUAI VETERANS MEMORIAL HOSPITAL, Waimea, Kauai, Hawaii
SALARY RANGE: \$2903 per month (HE06; BU10)

FUNCTION: Responsible to provide supportive, therapeutic, and recreational activities to patients/residents under the general direction of the Nurse Manager in a hospital or long term care facility.

Experience Requirement: Experience and Essential Knowledge and Abilities:

Full Performance: One (1) year of work experience in a hospital or other medically oriented institution or program where the primary or basic objective was to observe and report on a variety of physical and/or mental symptoms and conditions and implement care and/or treatment procedures for a caseload of patients/residents. Such experience must have demonstrated knowledge of basic spoken and written English; personal hygiene; bodily care and body mechanics; and housekeeping; the ability to read, write, speak, understand and communicate effectively with others in English; perform tasks involving heavy physical effort (e.g., lift, position, push, pull, and carry 50 lbs. or more; and walk/stand for extended periods of time); demonstrate poise and tact in dealing with a wide range of patients/residents with different illnesses and injuries; interact patiently and respectfully with staff, patients/residents and visitors, and

One (1) year of progressively responsible work experience in a recreational care program/setting which involved receiving on-the-job training in performing a variety of basic recreational therapy practices and techniques. Such experience must have demonstrated basic knowledge of recreational treatment plans and leisure-time activities; normal human growth and development; and the ability to adhere to orders and independently carry out simple recreational activities and therapeutic treatment plans; communicate and deal effectively with patients/residents and their families; and work effectively with others.

Substitution Allowed: Graduation from an accredited college or university with a bachelor's degree in recreation, physical education, special education, psychology or sociology which included a minimum of 12 semester credit hours or 18 quarter hours in recreation or therapy oriented area of study such as community recreation, physical fitness, gross motor skills, human growth and development, human personality and behavior, and/or abnormal psychology may be substituted for all of the work experience required.

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: Applicants 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 intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

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.

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

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.hhsc.org. Application hours are: M-F 7:30a.m. to 4:00p.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.