



**Kula**  
HOSPITAL  
100 Keokea Highway  
Kula, HI 96790

Hawaii Health Systems Corporation—Maui Region

**Lanai**  
COMMUNITY HOSPITAL  
P.O. Box 630650  
Lanai City, HI 96763

**Maui Memorial**  
MEDICAL CENTER  
221 Mahalani Street  
Wailuku, HI 96793

## **VACANCY ANNOUNCEMENT**

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

### **\*\*ANTICIPATED VACANCY\*\***

**DATE POSTED:** 07/26/10  
**JOB TITLE:** ACTIVITIES COORDINATOR – ENTRY  
ACTIVITIES COORDINATOR – FULL PERFORMANCE  
**RECRUITMENT NO.:** KH 2010-16 (ENTRY)  
KH 2010-17 (FULL PERFORMANCE)  
**JOB LOCATION:** KULA HOSPITAL, KULA, MAUI  
**SALARY RANGE:** \$3,104 PER MONTH (HE-08) ENTRY \*\*  
\$3,347 PER MONTH (HE-10) FULL PERFORMANCE \*\*

Per an agreement negotiated with UPW, all BU 10 employees who accrue leave benefits are subject to the furlough plan effective April 1, 2010 through June 30, 2011. As a result of this agreement, monthly salary will be reduced by two (2) furlough days per month.

### **JOB DUTIES:**

**FUNCTION AND LOCATION:** This position works in a long term care facility and is primarily responsible for directing an activity program to meet the patients/residents social, recreational, physical, educational and spiritual needs by using meaningful activity. The Activity Programs are used to enable the patients/residents to function and maintain their dignity and fullest mental and physical capacity for as long as possible. These programs are also used to enhance the patients/residents feelings of usefulness and encourage self-confidence, self-respect, and empowerment. The position also is responsible for assessment, program development, performance improvement, budget development/monitoring, and personnel management. The position may be required to work on shifts, including evenings, and weekends and holidays. Vacancies may be permanent, temporary, full-time, or part-time.

**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.

**PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, MAUI MEMORIAL MEDICAL CENTER AT (808) 242-2251 TO DISCUSS SPECIAL NEEDS IN APPLYING.**

**Prerequisite Qualifications Required for the Entry Level**

**Experience and Essential Knowledge and Abilities:** Three (3) years of work experience in a health facility of which the major duties involved planning and implementing patient/resident activity programs and treatment procedures.

**Prerequisite Qualifications Required for Full Performance Level**

In addition to the Entry Level Qualifications Required for the applicable work setting:

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience in a health facility such as a hospital or similar medically oriented institution 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. 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; patient rights; universal precautions; infection control; body mechanics; principles of growth and development; purpose and benefits of activities of daily living (i.e., eating/feeding, providing fluids, bathing, dressing, etc.); purpose and benefits of restorative care (i.e., use and application of assistive devices, range of motion activities, etc.); basic medical and nursing terminology; and the ability to assist and participate in the activities of the treatment team; assess each patient's age specific needs; and independently provide age specific direct personal care services to a caseload of patients.

**Substitutions Allowed:**

1. Graduation from an Activity Professionals Program approved by the National Certification Council for Activity Professionals, Level 1-Activity Assistant Certified (AAC) may substitute for all of the entry level work experience.
2. Graduation from an Occupational Therapy Program approved by the American Occupational Therapy Association and currently registered by the National Board of Certification for Occupational Therapy (NBCOT) and registered with the State of Hawaii Department of Commerce and Consumer Affairs may substitute for all of the full performance work experience.
3. Graduation from a Therapeutic Recreation Program approved by the National Therapeutic Recreation Society and currently certified by the National Council for Therapeutic Recreation Certification (NCTRC) may substitute for all of the full performance work experience.
4. Graduation from an Activities Professionals Program approved by the National Certification Council for Activity Professionals (NCCAP), Level 1-Activity Director Certified (ADC) may substitute for all of the full performance work experience.

**Page 3**

Activities Coordinator – Entry/Full Performance

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

**Required Forms and Documentation:** Applicants must submit evidence of the appropriate training (e.g. official transcript or diploma) to be given credit for education. A legible photocopy will be accepted; however, Maui Memorial Medical Center reserves the right to request and official copy.

**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 for the majority of the positions, residents of the State of Hawaii.

**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 a 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. 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 **Kula Hospital**; Human Resources Office, 100 Keokea Place, Kula, HI 96790. **Mailing Address:** 100 Keokea Place, Kula, HI 96790. You can call (808) 876-4404, e-mail: [mmmcjobs@hhsc.org](mailto:mmmcjobs@hhsc.org) or visit our website at [www.mmmc.hhsc.org](http://www.mmmc.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:** If you do not agree with a decision made by the Employment Office as to your non-selection for a position, you must FIRST call and speak to the facility's Employment Officer or designee within 5 days from the date of your sent notice. If you do not agree with the response, you must submit a written request within the (10) days from the date of your sent notice to the Hawaii Health Systems Corporation's Corporate Office. 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, and 3. any additional information you want to submit to substantiate your request. If you do not submit your request within the ten-day deadline, no administrative review will be conducted.

**HAWAII HEALTH SYSTEMS CORPORATION MERIT APPEALS BOARD:** If you do not agree with the administrative review decision, you may file an appeal to the Hawaii Health Systems Corporation Merit Appeals Board, within 20 days from the date your notice was sent. Appeals must be submitted in writing to the Hawaii Health Systems Corporation Merit Appeals Board, 3675 Kilauea Avenue, Honolulu, HI 96816. If the Merit Appeals Board decides favorably on the appeal, the consideration of referred applicants or an applicant's job offer will not be affected.