



Hawaii Health Systems Corporation—Maui Region

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

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

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

## VACANCY ANNOUNCEMENT

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

**DATE POSTED:** 08/14/06/02/16/07/07/01/07/02/01/08/7/01/08/01/01/09  
**JOB TITLE:** CERTIFIED NURSE AIDE ENTRY  
CERTIFIED NURSE AIDE FULL PERFORMANCE  
**RECRUITMENT NO.:** KH 0814 (ENTRY)  
KH 0815 (FULL PERFORMANCE)  
**JOB LOCATION:** KULA HOSPITAL, KULA, MAUI  
**SALARY RANGE:** \$2,573 PER MONTH (HE-02)  
\$2,728 PER MONTH (HE-04)

**Function and Location:** This position works in a hospital and is responsible for providing direct patient care through the performance of a variety of nursing support tasks in accordance with established methods and procedures. The position may work on rotating shifts and in a variety of care units (e.g., SNF, ICF, medical, surgical, etc.). The position may also provide home care for patients. For certain positions, possession of a valid motor vehicle operator's license is required.

**THE MINIMUM QUALIFICATION REQUIREMENTS ARE:** To qualify, you must meet all of the following requirements. Please note that unless specifically indicated, the required education and experiences are credited based on a 40-hour work week.

**Prerequisite Qualifications Required for Positions Providing Care Services in a Skilled Nursing Facility (SNF) or Intermediate Care Facility (ICF):**

**Certification Required:** Applicants must obtain a valid State of Hawaii Nurse Aide Certificate certification which demonstrates knowledge of basic nursing skills (i.e., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); the aging process; first aid; patient rights; universal precautions; infection control; body mechanics; 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; bowel and bladder training; correct use of bed pans, urinals, and/or commodes, etc.); and basic medical and nursing terminology.

**Prerequisite Qualifications Required for Entry Level**

**Experience:** None required.

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

## CERTIFIED NURSE'S AIDE FULL PERFORMANCE (CONTINUED)

### **Prerequisite Qualifications required for the Full Performance Level in 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:** Completion of a practical nursing or professional nursing curriculum from an accredited school substitutes for the experience required for the full performance level.

**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.

**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 Pl., 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.