

## **VACANCY ANNOUNCEMENT**

### **CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET**

**DATE POSTED:** 1/28/10  
**JOB TITLE:** CENTRAL SUPPLY AIDE I  
CENTRAL SUPPLY AIDE II  
**RECRUITMENT NO.:** **LEVEL I:** HMC 9-10  
**LEVEL II:** HMC 10-10  
**STATUS:** PERMANENT/FULL-TIME  
**JOB LOCATION/DEPT.:** HILO MEDICAL CENTER, STERILE PROCESSING  
**SALARY:** **LEVEL I:** \$1,875 PER MONTH, SR-06, BU:03  
**LEVEL II:** \$2,032 PER MONTH, SR-08, BU:03

**Per the collective bargaining agreement as negotiated with HGEA, the salary amount will be 5% less than the posted salary schedule rate as of September 30, 2009.**

**JOB DUTIES:** DECONTAMINATE, ASSEMBLE, STERILIZE AND DELIVER INSTRUMENTS AND INSTRUMENT SETS. STOCK AND DELIVER CASE CARTS TO THE OPERATING ROOM AS NEEDED. PERFORM OTHER RELATED DUTIES AS ASSIGNED. **MUST BE AVAILABLE TO WORK SHIFTS AS NECESSARY BASED ON HOSPITAL OPERATIONS; SERVICES ARE PROVIDED 24/7.**

**MINIMUM QUALIFICATIONS:** To qualify, you must meet all of the following requirements. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. In addition, qualifying work experiences are credited based on a 40-hour workweek.

**EDUCATION:** High School courses in mathematics and English or possession of a high school diploma or a General Education Development (GED) certificate.

**CENTRAL SUPPLY AIDE I -** Six (6) months of work experience which demonstrated knowledge of and the ability to perform simple arithmetic involving the addition and multiplication of whole numbers, the ability to read, understand and follow simple instructions and match names and numbers accurately.

**SUBSTITUTIONS:** Satisfactory completion of high school courses in mathematics and English or possession of a General Education Development (GED) certificate may be substituted for the required work experience.

**CENTRAL SUPPLY AIDE II -** One (1) year of work experience which demonstrated a basic knowledge of the

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**EXPERIENCE:** One (1) year of work experience which demonstrated a basic knowledge of the nomenclature and physical characteristics of common medical supply items including instruments, equipment and supplies; a basic knowledge of and the ability to apply typical central supply procedures for cleaning, sterilizing, storing and issuing items; the ability to follow established procedures and instructions in assembling trays and sets in common usage and the ability to operate sterilizing equipment.

**SUBSTITUTIONS:**

1. Successful completion of practical nurse curriculum from an accredited school may be substituted for all of the required experience.
2. Successful completion of a professional nurse curriculum from an accredited school may be substituted for all of the required experience.
3. Successful completion of courses of at least nine (9) months in duration in operating room technician or surgical technician work may be substituted for all of the required experience.
4. Successful completion of a formal medical aide (sterile supplies) training course of at least six (6) months duration in private or governmental hospitals or clinics or in schools may be substituted for all of the required experience.
5. Successful participation in a formal medical aide (sterile supplies) training courses in private or governmental hospitals or clinics or in schools may be substituted for the required experience on a month-for-month basis.
6. Successful completion of dental assistant courses approved by the American Dental Association Council on Dental Education or other dental assistant courses may be substituted for the required experience on a month-for-month basis up to a maximum of six (6) months.
7. Work experience in a laboratory which demonstrated knowledge of and ability to operate sterilizing equipment as described above and to follow detailed instructions explicitly may be substituted for the required experience on a month-for-month basis up to a maximum of six (6) months, provided it was supplemented by other training or experience which demonstrated a knowledge of the nomenclature and physical characteristics of common medical supply items as described above.
8. Work experience which demonstrated knowledge of the nomenclature and physical appearance of medical supply items, as described above (i.e., as a purchasing/supply clerk for a medical facility; as a stock clerk for a medical supplier, etc.) may be substituted for the required experience on a month-for-month basis up to a maximum of six (6) months provided it was supplemented by other training or experience which demonstrated knowledge of and ability to operate sterilizing equipment as described above.

**PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, HAWAII HEALTH SYSTEMS CORPORATION AT (808) 733-4162 (VOICE/TDD) TO DISCUSS SPECIAL NEEDS IN APPLYING. AN EQUAL OPPORTUNITY EMPLOYER. UNLESS OTHERWISE INDICATED, ALL JOB VACANCIES WILL BE POSTED FOR A MINIMUM OF TEN (10) CALENDAR DAYS**

**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.

**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 **HILO MEDICAL CENTER**, Human Resources Office, 1190 Waiianuenue Avenue, Hilo, HI 96720. You can call (808) 974-6837 (Voice/TT), Toll Free (800) 845-6733, e-mail: [hmcrcruit@hhsc.org](mailto:hmcrcruit@hhsc.org) or visit our website at [www.hhsc.org](http://www.hhsc.org). **Application hours are: 9:00 am – 2:00 pm** 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.