

# HAWAII HEALTH SYSTEMS CORPORATION:

## WEST HAWAII REGION

KONA COMMUNITY HOSPITAL ~ 79-1019 Haukapila St.reet, Kealakekua, HI 96750

KOHALA HOSPITAL ~ P. O. Box 10, Kapaau, HI 96755

### VACANCY ANNOUNCEMENT

#### CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

**DATE POSTED:** 06/22/2009  
**JOB TITLE:** HEALTH UNIT CLERK II  
**RECRUITMENT NO.:** KCH 09-125  
**JOB LOCATION:** KONA COMMUNITY HOSPITAL  
**(Emergency Services)**  
Kealakekua, Kona, Hawaii  
**SALARY RANGE:** \$2313 per month (SR-10), BU 03



KONA  
COMMUNITY HOSPITAL

**Job Duties:** Perform highly complex clerical tasks, including the transcription of physicians' orders; assist in facilitating and coordinating the provision of quality medical care to patient; ensure that unit activities are carried out efficiently and effectively; and perform other related duties as assigned. **MUST BE AVAILABLE TO WORK SHIFTS AS NECESSARY BASED ON HOSPITAL OPERATIONS; SERVICES ARE PROVIDED 24/7.**

Level II - Reflects responsibility, as a journey worker, for independently performing a variety of clerical tasks, including the transcription of physicians' orders, to assist in facilitating and coordinating the provision of quality medical care to patients, and to ensure that unit activities are carried out efficiently and effectively.

#### **MINIMUM QUALIFICATION REQUIREMENTS ARE:**

Prerequisite Knowledge and Abilities Required:

##### LEVEL II:

Knowledge of: Business English; spelling; filing; arithmetic; office practices and procedures; and the operation and maintenance of common office appliances and equipment (e.g., word processors, copying machines, etc.). Medical terminology (e.g., prefixes, suffixes and word roots, commonly used abbreviations and symbols, rules of medical word building, etc.).

Ability to: Communicate effectively orally and in writing; deal tactfully with others; carry out a variety of standard office clerical routines; perform basic arithmetic calculations (addition, subtraction, multiplication, division); operate common office equipment; prepare simple narrative and numerical reports; learn medical terminology; and manage and prioritize multiple tasks during periods of intense activity. Demonstrate ability to independently apply medical terminology to work tasks.

**General Clerical Experience:** One and one-half (1 ½) years of clerical work experience which involved the performance of a variety of clerical tasks and demonstrated knowledge of English grammar, spelling, arithmetic, common office appliances and equipment (e.g., copying machines, word processors, etc.); and the ability to read and understand oral and written instructions, carry out procedures in clerical work systems, communicate effectively orally and in writing; deal tactfully with others; operate common office equipment; and organize and prioritize work tasks.

#### **Specialized Experience**

Level II: One (1) year of work experience in a health care setting (e.g., hospital, clinic, physician's office, etc.) which involved working with physician(s) and receiving, coordinating, expediting and/or implementing their patient care orders. Such experience must have demonstrated knowledge of medical terminology through the application of such knowledge to work assignments.

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, KONA COMMUNITY HOSPITAL AT (808) 322-5831 (VOICE/TDD) TO DISCUSS SPECIAL NEEDS IN APPLYING.

*An Equal Opportunity Employer*

ALL JOB VACANCIES WILL BE POSTED FOR A MINIMUM OF TEN (10) CALENDAR DAYS

Substitutions Allowed:

1. Possession of a high school diploma, with satisfactory completion of courses, which demonstrated knowledge of English and arithmetic, may be substituted for six (6) months of the required General Experience.
2. Successful completion of a substantially full-time equivalent clerical curriculum leading to a degree, diploma or certificate of achievement at an accredited community college, business or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines may be substituted on the basis of fifteen (15) semester credit hours for six (6) months of experience, up to a maximum of one (1) year of the required General Experience.
3. Successful completion of fifteen (15) semester hours in a baccalaureate program at an accredited college or university, with courses in English composition and college mathematics may be substituted for six (6) month of General Experience, up to a maximum of one (1) year of the required General Experience.
4. Successful completion of a substantially full-time equivalent clerical or medical/health-related curriculum leading to a degree, diploma or certificate of achievement at an accredited community college, business or technical school which provided knowledge of medical terminology and involved the application of such knowledge to assignments may be substituted for six (6) months of the required Specialized Experience.
5. Current certification as a Health Unit Coordinator by the National Association of Health Unit Coordinators may be substituted for six (6) months of the required Specialized Experience.
6. An Associate's Degree from an accredited college or university as a Health Unit Coordinator may be substituted for all of the required general and specialized experience.

**Supplemental Forms:** Applicants must submit at the time of application the **Supplement for Clerical Positions**. (Please scroll down for this form.) Applicants must also submit evidence of the appropriate training (e.g., official transcript, certificate, or diploma) in order to be given credit for education. A legible photocopy will be accepted; however, the Hawaii Health Systems Corporation reserves the right to request for an 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:** 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 **Kona Community Hospital**, Human Resources Office, 79-1019 Haukapila Street, Kealahou, HI 96750. You can call (808) 322-5831, (Voice/TT), e-mail: [kchr@hhsc.org](mailto:kchr@hhsc.org) or visit our website at [www.hhsc.org](http://www.hhsc.org). Application hours are: Monday to Friday (except holidays) 8:00 am to 4:00 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.**

Hawaii Health Systems Corporation  
**KONA COMMUNITY HOSPITAL**  
 79-1019 HAUKAPILA ST.  
 KEALAKEKUA, HI 96750

NAME: \_\_\_\_\_

**SUPPLEMENT TO THE APPLICATION FOR CLERICAL POSITIONS**

Indicate your typewriter preferences: Electric \_\_\_\_\_ Manual \_\_\_\_\_

*INSTRUCTIONS:* Under each category, please check off those courses which you completed and list any other courses that are pertinent to the position for which you are applying.

**High School**

_____	<u>Subject</u>
_____	English
_____	Arithmetic or Math
_____	Typing
_____	Shorthand
_____	_____
_____	_____

**Business/Technical School or Community College**

_____	<u>Subject</u>	<u>Credits</u>	<u>Degree or Certificate Received &amp; Major</u>
_____	English	_____	_____
_____	Math	_____	_____
_____	Typing	_____	_____
_____	Shorthand	_____	_____
_____	Office Procedures	_____	<u>Total Number of Credits Completed</u>
_____	General Office Procedures	_____	_____
_____	Office Machines	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**University**

_____	<u>Subject</u>	<u>Credits</u>	<u>Degree Received and Major</u>
_____	English	_____	_____
_____	Math	_____	_____
_____	Typing	_____	_____
_____	Shorthand	_____	<u>Total Number of Credits Completed</u>
_____	_____	_____	_____
_____	_____	_____	_____

**Others**

In this section, list any other training not covered above. List the school or program where the training was administered, the contents of the training and the length of the program.

SAMPLE:

<u>School of Program</u>	<u>Courses Covered</u>	<u>Length of Training</u>
MDTA	English, arithmetic, office practices Typing, telephone courtesy	total of 520 hours from 3/96 to 8/96

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 I certify that all statements made on this supplemental form are true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission whenever discovered, is grounds for the denial of or immediate separation from employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_