



Hawaii Health Systems Corporation—Maui Region

Kula
HOSPITAL
100 Keokea Highway
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
ANTICIPATED VACANCIES

DATE POSTED: 11/27/09
JOB TITLE: IMAGING TECHNOLOGIST ENTRY AND FULL PERFORMANCE
RECRUITMENT NO.: MMMC 0947 (ENTRY)
MMMC 0948 (FULL PERFORMANCE)
JOB LOCATION: MAUI MEMORIAL MEDICAL CENTER, WAILUKU, MAUI
SALARY RANGE: \$4,188 PER MONTH (SR-16) Salary includes a shortage category differential (ENTRY)
\$4,420 PER MONTH (SR-18) Salary includes a shortage category differential (FULL PERFORMANCE)

Function and Location: Positions work in the Imaging Department of a hospital and is responsible for operation of ionizing radiation producing equipment for diagnostic imaging purposes in accordance with physician's orders, protocols and quality standards as established by the department and facility. The position may work on rotating shifts, with work on weekends and holidays and may require standby and call back duty.

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

Prerequisite Qualifications Required for the Entry Level

Education: Successful completion of a certificate, associate degree in Radiologic Technology from an accredited program (military training program acceptable).

Knowledge of: Basic knowledge of operation of imaging equipment, radiation safety, medical terminology and department protocols. Methods for developing and processing x-ray films and plates. Knowledge of standard precautions, hospital policies and procedure, rules and regulations, government regulatory requirements and accrediting standards.

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

An Equal Opportunity Employer

IMAGING TECHNOLOGIST E/FP (CONTINUED)

Ability to: Read, write, speak and understand simple sentences in English; follow oral and written instructions precisely; get along well with others; and demonstrate an attitude of respect and professionalism.

Code of Ethics: ability to meet the specific needs of patients with a variety of disabilities; retain emotional stability and maturity despite emotional and physical pressures; demonstrated ability to use independent judgement and initiative. Ability to promote a positive, collaborative practice atmosphere.

License: A current State of Hawaii Radiologic Technologist license as a radiographer at the time of appointment.

Certification: A current American Registry of Radiologic Technologist (ARRT) or equivalent at the time of appointment. Additionally, Certification in Health Care Provider (adult, child and infant) and/or Health Saver Plus (adult) must be obtained within six (6) months of employment.

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience and Essential Knowledge and Abilities: One (1) year of imaging technologist experience which demonstrated a thorough knowledge of imaging procedures and/or techniques such as myelograms, discograms, arthrograms, etc., including the X-raying of such areas of the human anatomy as the chest, skull, gastro-intestinal tract, urinary tract, and vascular system.

REQUIRED FORMS AND DOCUMENTATION: You must complete the following forms and documentation **together with your application** or your application may be rejected.

- a. Evidence of the appropriate Licensure and certification.

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 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 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 **Maui Memorial Medical Center;** Human Resources Office, 285 Mahalani St. Apt #22 Wailuku, HI 96793. **Mailing Address:** 221 Mahalani St. Wailuku, HI 96793. You can call (808) 242-2251, e-mail: mmmcjobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: M-F 7:45 a.m. to 4:30 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 filed 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-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.