

HAWAII HEALTH SYSTEMS CORPORATION

WEST HAWAII REGION

KONA COMMUNITY HOSPITAL ~ 79-1019 Haukapila Street, Kealahou, HI 96750

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

VACANCY ANNOUNCEMENT

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET



DATE POSTED:	06/17/09
JOB TITLE:	REGISTERED PROFESSIONAL NURSE VII (ER / ICU NURSE MANAGER)
RECRUITMENT NO.:	KCH 09-121
JOB LOCATION:	KONA COMMUNITY HOSPITAL Kealahou, Kona, Hawaii
SALARY RANGE:	NEGOTIABLE

(REV. 6/24/09 – MQ'S)

DUTIES: This position has 24-hour responsibility and accountability for the management and operational activities of the Critical Care Services subsection, including Emergency Department and Intensive Care Unit. Primary responsibility is to plan, organize and control the budget, material resources, capital resources, as well as, all clinical and non-clinical functions within the Critical Care Services subsection; and assures the provision of a safe and therapeutic environment complete with medications, supplies and equipment necessary in the quality performance of patient care services. In addition, this position will determine staffing methodology, directs and coordinates the staff activities, monitors staff performance, assures competencies and provides for the educational needs of all staff members. The Nurse Manager is responsible for compliance in areas of policies, procedures and standards of emergency and intensive nursing services and performs other duties as assigned.

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

Education Requirement: Graduated from an accredited school of nursing. *While not required, graduation from an accredited nursing program with a Bachelor's Degree from an accredited college or university is highly desirable.*

Experience Requirement: Two (2) years of professional nursing work experience.

Supervisory Experience: One (1) year of professional nursing experience which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing employees.

Administrative Aptitude: Applicants for Registered Professional Nurse VII must have demonstrated administrative aptitude. Administrative aptitude may be demonstrated in experience which shows strong affirmative evidence of the necessary administrative abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems; e.g., in planning, organizing, promoting, evaluating, controlling and directing programs; providing staff advice and assistance; interest in management demonstrated by awareness of managerial problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of the principles which were learned to work assignments;

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, KONA COMMUNITY HOSPITAL AT (808) 733-4162 (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

management's observation and favorable evaluation of the applicant's leadership and managerial capabilities, success in trial assignments to managerial and/or administrative tasks.

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

License Requirements: License to practice as a professional nurse in the State of Hawaii.

Substitution: Possession of a master's degree from an accredited school of nursing may be substituted for one (1) year of Experience.

Required Forms and Documentation: You must submit the following forms and documentation together with your application or your application may be rejected.

1. Evidence of the appropriate training (e.g., official transcript or diploma) to be given credit for education. A legible photocopy will be accepted. However, KCH reserves the right to request an official copy.
2. Evidence of State of Hawaii RN license. A legible photocopy will be accepted.

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&ce@hhsc.org or visit our website at 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.