

OAHU REGION

LEAHI HOSPITAL/MALUHIA

HAWAII HEALTH SYSTEMS CORPORATION

3675 Kilauea Avenue v Honolulu, Hawaii 96816 v Telephone: (808) 733-8067 v FAX: (808) 733-9811

VACANCY ANNOUNCEMENT

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: NOVEMBER 17, 2021
RECRUITMENT NO: OR 21-21
JOB TITLE: ACTIVITIES COORDINATOR FULL PERFORMANCE
(Permanent, Full-time)
JOB LOCATION: LEAHI HOSPITAL, KAIMUKI, KAHALA, KAPAHULU, OAHU*
SALARY RANGE: \$4,718.00 per month (HE-10)

DUTIES: This position works in a hospital, clinic, long term care facility or adult day health unit and is primarily responsible for directing an activity program to meet the patients'/residents'/participants' social, recreational, physical, educational and spiritual needs by using meaningful activity. The Activity Programs are used to enable the patients/residents to function and maintain their dignity and fullest mental and physical capacity for as long as possible. These programs are also used to enhance the patient's/resident's feelings of usefulness and encourage self-confidence, self-respect, and empowerment. The position also is responsible for assessment, program development, performance improvement, budget development/monitoring, and personnel management. The position may be required to work on shifts, including evenings, and weekends and holidays.

***The incumbent of this position may also provide services at Maluhia.**

Prerequisite Qualifications Required for the Entry Level

Education and Essential Knowledge and Abilities: Three (3) years of work experience in a health facility of which the major duties involved planning and implementing patient/resident activity programs and treatment procedures.

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience and Essential Knowledge and Abilities: (1) year of work experience as a Activities Coordinator which involved the planning, assessing, and coordinating a comprehensive Activity Program to enhance the patient's/resident's social, recreational, physical, educational and any other needs; human anatomy; administrative practices and procedures in directing patient/resident activity programs and treatment procedures in a hospital or other medically oriented institution or program; budget preparation; and the ability to read, write, speak, and understand and communicate effectively with others in English; supervise and direct the work of subordinates and plan and conduct training programs

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

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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.

MEDICAL/PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be contingent on successfully passing a pre-employment physical examination, which includes drug screen and other regulatory medical requirements such as, but not limited to, two-step tuberculosis (TB) screen. The cost for physical examinations, except the cost for drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation.

COVID-19 VACCINATION REQUIREMENT: COVID-19 vaccination is a condition of employment for Hawaii Health Systems Corporation. After receiving a conditional offer of employment, all prospective new HHSC employees are required to be fully vaccinated against COVID-19. New employees are required to provide confirmation of their full vaccination status by presenting their CDC vaccination card or VAMS Certificate prior to their start date.

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 **Hawaii Health Systems Corporation (e.g.);** Human Resources Office, 3675 Kilauea Avenue, Honolulu, HI 96816. You can call (808) 733-8067, (Voice/TT), Toll Free (800) 845-6733, e-mail: uahjobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: 8:00am to 3:30pm 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.

Substitutions Allowed: Individual may substitute all of the required full performance work experience with one of the following.

1. Graduation from an Occupational Therapy Program approved by the American Occupational Therapy Association and currently registered by the National Board of Certification for Occupational Therapy (NBCOT) and registered with the State of Hawaii Department of Commerce and Consumer Affairs.
2. Graduation from a Therapeutic Recreation Program approved by the National Therapeutic Recreation Society and currently certified by the National Council for Therapeutic Recreation Certification (NCTRC).
3. Graduation from an Activities Professionals Programs approved by the National Certification Council for Activity Professionals (NCCAP), Level 2-Activity Director Certified (ADC).

Certification Required: Basic Life Support (BLS) for Healthcare Workers must be obtained within six (6) months of employment.

Driver's License: May require a valid State of Hawaii Type 3 Driver's License.

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