



**OAHU REGION  
HAWAII HEALTH SYSTEMS CORPORATION**

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**VACANCY ANNOUNCEMENT  
THIS ANNOUNCEMENT IS TO FILL CURRENT OR FUTURE VACANCIES**

**DATE POSTED:** AUGUST 17, 2021 (*Revised 8/2023*) RECRUITMENT NO: OR 35-18

**JOB TITLE/TYPE(s):** CERTIFIED NURSE'S AIDE-ENTRY LEVEL, FULL TIME  
CERTIFIED NURSE'S AIDE-FULL PERFORMANCE, FULL TIME  
(a) *Casual Hire 89 Day Appt-No benefit;* (b) *Temporary, with Benefits;* (c) *Permanent*

**JOB LOCATION:** LEAHI HOSPITAL (KAIMUKI, WAIALAE/KAHALA, HONOLULU, OAHU)\*  
MALUHIA (KALIHI, KAPALAMA/PALAMA, HONOLULU, OAHU)\*

**SALARY RANGE:** Entry: HE-02 (\$3,881/Month; \$22.39/Hour)  
Full Performance: HE-04 (\$4,022/Month; \$23.20/Hour)

**\*Please indicate your preferred location (Leahi Hospital and/or Maluhia) and type of appointment (Casual Hire, Temporary and/or Permanent). Otherwise you will be referred to any available positions/locations.**

**NOTE:** Entry level appointments may be converted to full performance upon satisfactory completion of one (1) year experience. Temporary appointments may be extended/converted to permanent as deemed necessary by management. Applicants selected at Leahi Hospital may provide services at Maluhia, and vice versa.

**DUTIES:** This position works in a hospital and is responsible for providing direct patient care through the performance of a variety of nursing support tasks in accordance with established methods and procedures. The position may work on rotating shifts and in a variety of care units (e.g., SNF, ICF, medical, surgical, etc.). The position may also provide home care for patients. For certain positions, possession of a valid motor vehicle operator's license is required.

**MINIMUM QUALIFICATION:** Prerequisite Qualifications Required for Positions Providing Care Services in a Skilled Nursing Facility (SNF) or Intermediate Care Facility (ICF):

**Certification Required:** Applicants must have a valid State of Hawaii Nurse Aide Certificate certification and have completed a State approved training program which demonstrates knowledge of basic nursing skills (i.e., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); the aging process; first aid; patient rights; universal precautions; infection control; body mechanics; purpose and benefits of activities of daily living (i.e., eating/feeding, providing fluids, bathing, dressing, etc.); purpose and benefits of restorative care (i.e., use and application of assistive devices; range of motion activities; bowel and bladder training; correct use of bed pans, urinals, and/or commodes, etc.); and basic medical and nursing terminology.

**Prerequisite Qualifications Required for Entry Level**

**Knowledge of:** Personal hygiene and bodily care.

**Ability to:** Read, write, speak and understand simple sentences in English; follow oral and written instructions precisely; get along well with others; acquire and demonstrate an attitude of respect toward patients with a variety of disabilities; retain emotional stability despite emotional and physical pressures; develop an appreciation of nursing and medical ethics.

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

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Certified Nurse Aide EL/FP

**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.

**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.);** Leahi Hospital Human Resources Office, 2<sup>nd</sup> Floor 3675 Kilauea Avenue, Honolulu, HI 96816. You can call (808) 733-8070, (Voice/TT), Toll Free (800) 845-6733, e-mail: [oahujobs@hhsc.org](mailto:oahujobs@hhsc.org) or visit our website at [www.hhsc.org](http://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.

## **Prerequisite Qualifications Required for the Full Performance Level**

In addition to the Entry Level Qualifications Required for the applicable work setting:

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience in a health facility such as a hospital or similar medically oriented institution where the primary or basic objective was to observe and report on a variety of physical and/or mental symptoms and conditions and implement care and/or treatment procedures for a caseload of patients. Such experience must have demonstrated knowledge of basic nursing skills (i.e., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); first aid; patient rights; universal precautions; infection control; body mechanics; principles of growth and development; purpose and benefits of activities of daily living (i.e., eating/feeding, providing fluids, bathing, dressing, etc.); purpose and benefits of restorative care (i.e., use and application of assistive devices, range of motion activities, etc.); basic medical and nursing terminology; and the ability to assist and participate in the activities of the treatment team; assess each patient's age specific needs; and independently provide age specific direct personal care services to a caseload of patients.

**Substitutions Allowed:** Completion of a practical nursing or professional nursing curriculum from an accredited school substitutes for the experience required for the full performance level.

**CERTIFICATION:** Certification in Basic Life Support (BLS) and/or Heartsaver (adult, child & infant) must be obtained within six (6) months of employment.

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