

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: OCTOBER 26, 2016 **ANTICIPATED VACANCY**
JOB TITLE: HEALTH UNIT CLERK II (*Temporary, Full-time, w/ Benefits*)
RECRUITMENT NO: OR 48-16
JOB LOCATION: LEAHI HOSPITAL, KAIMUKI, KAHALA, KAPAHULU, OAHU*
SALARY RANGE: \$2,445.00 per month (SR-10) *revised 01/01/2017*

Position may be extended or converted to Permanent with Management Approval.

Rotating Shiftwork: Health Unit Clerks will be assigned work on rotating shifts between nursing units and the Nursing Office, with two days off each week; the days off may be other than Saturdays and Sundays. Work hours will be predominantly day shift, however, all applicants must be available for rotating shift work including evenings and nights, as necessary.

Job Duties: The Health Unit Clerk II performs 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. Maintains strict confidence regarding information on clients/staff, etc., that is available or obtained while performing the duties of the position. May rotate between nursing units and the Nursing Office. Work hours will predominantly day shift, however, may be required to work on the evening and night shifts if necessary.

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

MINIMUM QUALIFICATION:

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: For 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.

Supplemental Forms: Applicants must submit at the time of application the Supplement for Clerical Positions. 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. (Please scroll to bottom for supplemental form.)

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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.

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: pahujobs@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.

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, HAWAII HEALTH SYSTEMS CORPORATION AT (808) 733-7909 (TTD) TO DISCUSS SPECIAL NEEDS IN APPLYING.

SUBSTITUTIONS OF EDUCATION FOR EXPERIENCE:

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) months 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.

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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 & 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	total of 520 hours
	Typing, telephone courtesy	from 3/96 to 8/96

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: _____