



Leahi Hospital

NURSE AIDE TRAINING AND EMPLOYMENT PROGRAM

This program provides free training and employment opportunities to individuals who are passionate about a career in health care. Under mutual agreement, participants will be enrolled in a class and upon satisfactory completion of the class, can be employed as full time equivalent entry-level nurse aides at Leahi Hospital. During employment, participants will be required to take and pass the Prometric Certified Nurse Aide (CNA) exam. Upon obtaining a CNA certificate and satisfactory completion of one year of full time equivalent entry-level CNA employment, participants may be upgraded to a CNA-Full Performance level. Positions are on a temporary, full time with State benefits basis. Extensions, conversions, and provisions of State benefits will be upon the discretion of Leahi Hospital.

HOW DO I QUALIFY?

Applicants do not need to have work experience or education (although we prefer at least high school graduates). They must be either (a) a US citizen or nationals; or (b) have work authorization issued by the Department of Homeland Security.

WHAT'S NEXT AFTER I APPLY?

A phone interview will be conducted. If you are selected for the program, Human Resources will send you an acceptance letter via email with all the required documents for your completion and more detailed information. You may also be contacted by phone if necessary.

HOW DO I APPLY?

BEFORE YOU APPLY: Read the program details below in its entirety. After reading the details and you are still interested, send an email to oahujobs@hhsc.org with your full name, address, telephone number(s) and email address.

ANY FURTHER QUESTIONS?

Email your questions to oahujobs@hhsc.org. You may also call an HR Specialist at (808) 733-8063.

LEAHI HOSPITAL NURSE AIDE TRAINING/EMPLOYMENT PROGRAM

A. GENERAL INFORMATION:

- (1) **Nurse Aide Program** - In order to participate in the certified nurse aide (CNA) program at the program, you will need to (a) attend and successfully pass a training class, (b) successfully pass a test to obtain a CNA license, and (c) commit to working full-time (40 hours/week) on rotating shifts for one year. The costs for attending the class and certification exam will be borne by the program.
- (2) **Employment:** Upon successful completion of the training, you will be employed as a Nurse Aide (Entry Level) while waiting to obtain a CNA license by passing a Prometric nurse aide examination. Your hourly pay as a Nurse Aide will be \$23.51 per hour. After successfully obtaining a CNA license, your Nurse Aide (Entry Level) position will be converted to a Certified Nurse Aide (Entry Level) position without a change in pay. The one-year employment agreement begins on the date your appointment is converted to a CNA (Entry Level). After being successfully employed as a CNA (Entry Level) for one year, your position will be converted to a CNA (Full Performance Level), which at that time your pay increases to \$24.36 per hour. Any extensions, conversions, and provision of state benefits will be upon the discretion of the Facility Management.

Full time employment is 40 hours per week over a seven-day period. There are three shifts, which generally run from 6:45a.m.-3:30p.m. (day); 2:45p.m.-11:00p.m. (evening); and 11:00p.m.-7:00a.m. the following day (night), and assignment will be on a rotational basis. Shift assignment is done through a bidding process and by seniority. Workdays will vary depending on what shifts are assigned. Only under certain circumstance(s), the Facility Administrator may approve work of less than 40 hours per week (at least a minimum 32-39 hours per week) with a preference shift.

B. REIMBURSEMENT:

- (a) If you failed the nurse aide training/class in A(1) above, you will be required to reimburse the program of the costs of the training.
- (b) If you failed Prometric nurse aide certification exam in A(2) above, or voluntarily resign while under a one-year employment agreement, you will be required to reimburse the program for both the costs of the training and certification exam on a pro-rated basis.

C. FORMS/DOCUMENTS AND AGREEMENT:

If you are accepted into the Nurse Aide Program training program, you will be required to fill out and sign the required documents prior to the start of the class; you must return the required documents by the due date. If the documents are not returned by the due date, we will assume you are no longer interested and therefore no longer consider your application.

D. CLASS INFORMATION:

Training Address at the HT&CC site: 2130 N. King St. No. 7, Honolulu, HI 96819. Attendance in the training sessions is not considered employment and therefore you will not receive any salary during the period that you are in class. Training classes are ongoing, therefore it will depend on how quickly you complete and submit all the required documents.

Once we receive all the required documents, you will be placed in the next available training class.

Class Schedules:

You will be able to choose between two options of class available at the Healthcare Training & Career Consultant (HT&CC) site that fit your schedule. There is a day class or evening class (see option). Your choice can be given to me at a later date.

(a) Option 1 (Morning): Monday – Saturday, 9:00 a.m. – 4:30 p.m. and will run for approximately 2 ½ weeks. 3 days of clinical hands on training starts at 7:00 a.m.

(b) Option 2 (Evening): Monday – Friday, 4:45 p.m. – 9:45 p.m. and will run for approximately 4 weeks. 3 days of clinical hands on training starts at 3:00 p.m.

E. SCHOOL SUPPLIES AND MANDATORY DOCUMENTS:

A list of the mandatory school supplies and documents that you are responsible to submit and have prior to attending the training at the HT&CC training site will be provided to you later. Failure to submit and/or bring the required items to your first day of class will disqualify you from attending the free training program. You will be responsible for the costs for these supplies and documents.

F. MEDICAL/PHYSICAL EXAMINATION REQUIREMENTS:

Two physical examination forms need to be completed by your doctor of choice. One form is for your participation into the HT&CC free CNA training class and the second form is for your employment with HHSC. Your participation will be contingent upon 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. Except for drug screening, you will be responsible for the costs of the physical examinations.

If you are still interested in the program in view of the above, please respond to this email with your full name and telephone number. Your information will then be forwarded to the Facility Administrator and Director of Nursing and either of them will contact you for a short telephone interview.

We appreciate your interest in seeking employment with our facility and wish you success in your career endeavors.