

OAHU REGION
LEAHI HOSPITAL/MALUHIA
HAWAII HEALTH SYSTEMS CORPORATION

3675 Kilauea Avenue v Honolulu, Hawaii 96816 v Telephone: (808) 832-6193 v FAX: (808) 733-9811

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: February 9, 2018
JOB TITLE: REGISTERED PROFESSIONAL NURSE VI
*(Casual Hire - 89 Days, Without Benefits)**
RECRUITMENT NO: OR 07-18
JOB LOCATION: LEAHI HOSPITAL, KAIMUKI, WAIALAE/KAHALA, OAHU
SALARY RANGE: \$51.01 Per Hour (SR-24)

*Appointment may be extended per Management's approval.

DUTIES: The primary purpose of this position is to serve as relief nurse supervisor for all nursing units. Serves as an administrative resource for the hospital in the absence of the nursing director and facility administrator, ensure adequate staffing for the facility, control, coordinate and supervise nursing staff, and actively participate in quality assurance, risk management, infection control, safety, and employee health programs to ensure a high quality, safe and risk free environment for patients/residents.

HOURS OF WORK: This position is required to meet the goal of Nursing Administration in providing supervision for all units during the assigned day, evening, or night shift and for 24-hour on weekends.

MINIMUM QUALIFICATION:

License Requirement: License to practice as a professional nurse in the State of Hawaii. Applicants must submit evidence of current Hawaii RN licensure (a copy of valid license) at the time of application.

Education Requirement: Graduation from an accredited school of nursing. BSN is desirable.

Experience Requirement: Applicant must have at least two (2) years of professional nursing work experience in performing a variety of nursing care preferably in the long term care arena requiring the knowledge of and ability to comply with applicable rules and regulations.

Supervisory Requirement: Supervisory experience in covering several nursing units independently is preferred. In addition, the applicant must have at least one-half (1/2) year of supervisory 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; (5) training and developing employees.

Substitution: A master's degree from an accredited college or university school of nursing may be substituted for one year of the required Experience.

An Equal Opportunity Employer

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: You 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 for the majority of the positions, residents of the State of Hawaii.

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 a 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 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 LEAHI HOSPITAL; Human Resources Office 2ND Floor, 3675 Kilauea Avenue, Honolulu, HI 96816 or MALUHIA; Human Resources Office, 1027 Hala Drive, Honolulu, HI 96817. You can call (808) 832-6193 (Voice/TT), Toll Free (800) 845-6733, e-mail: oahujobs@hhsc.org, or visit our website at www.hhsc.org. Application hours are: 8:00am to 3:30 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: If you do not agree with a decision made by the Employment Office as to your non-selection for a position, you must FIRST call and speak to the facility's Employment Officer or designee within 5 days from the date of your sent notice. If you do not agree with the response, you must submit a written request within the (10) days from the date of your sent notice to the Hawaii Health Systems Corporation's Corporate Office. 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, and 3. any additional information you want to submit to substantiate your request. If you do not submit your request within the ten-day deadline, no administrative review will be conducted.

HAWAII HEALTH SYSTEMS CORPORATION MERIT APPEALS BOARD: If you do not agree with the administrative review decision, you may file an appeal to the Hawaii Health Systems Corporation Merit Appeals Board, within 20 days from the date your notice was sent. Appeals must be submitted in writing to the Hawaii Health Systems Corporation Merit Appeals Board, 3675 Kilauea Avenue, Honolulu, HI 96816. If the Merit Appeals Board decides favorably on the appeal, the consideration of referred applicants or an applicant's job offer will not be affected.

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