DATE POSTED: JANUARY 27, 2020
JOB TITLE: STUDENT HELPER II
RECRUITMENT NO: SH 01-20
JOB LOCATION: LEAHI HOSPITAL, KAIMUKI, KAHALA/KAPAHULU
SALARY: $10.35 PER HOUR

JOB DESCRIPTION: This is a year-round Student Helper II position whose primary role is to assist the Recreational Therapist in providing therapeutic recreational activity program for the multiple patient units of Leahi Hospital. This is a part-time position not exceeding nineteen (19) hours per week, includes working on weekends, holidays, and occasionally evenings.

STUDENT HELPER II: Performs supportive tasks in health care or other established professional field of work involving application of knowledge pertinent to the field of skilled work.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: Student workers must be registered full-time and in good standing. Also have successfully completed or are currently enrolled in at least their sophomore year of high school, or have been accepted as a full-time student by an educational institution for the next academic year and must have certification of that intent (this applies if initial hire is during the summer).

Ability to:
• Operate office equipment such as typewriters, copiers, and other standard office equipment.
• Follow instructions, but at the same time show initiative and good judgement where needed.
• Communicate effectively with all hospital staff, volunteers and residents.

FORMS TO COMPLETE: For this recruitment, complete the application form for Hawaii Health Systems Corporation, (HR-04) which is available at the Hawaii Health Systems Corporation, Human Resources Office; Maui Memorial Medical Center and Kula Hospital, Kohala Hospital and Kona Community Hospital on Hawaii; Leahi Hospital and Maluhia on Oahu; Kauai Veterans Memorial Hospital and Samuel Mahelona Memorial Hospital on Kauai; and Lanai Community Hospital on Lanai. The application form will not be available at any other location.

OBTAIN APPLICATIONS AT: Leahi Hospital Human Resources Office, 2nd Floor 3675 Kilauea Avenue, Honolulu HI 96816 Tel.#. (808) 733-8067 Fax# (808) 733-9811 E-Mail: oahujobs@hhsc.org

An Equal Opportunity Employer
ADDENDUM to APPLICATION FOR STUDENT EMPLOYMENT

PLEASE SUBMIT ONLY ONE APPLICATION PER YEAR

Name: ________________________________________________
Last                                             First                               Middle Initial

A student applying for summer employment must have been accepted as a full-time (12 hours) student by an educational institution for the coming academic year and must certify that he/she will be attending that school.

Please answer the following questions that will assist us in determining your eligibility.

1. Were you enrolled as a full-time student this Spring? Yes          No
   School Name:________________________
   Location:  ___________________________

2. What grade in school or year in college will you complete this May? ________________

3. Have you been accepted as a full-time student for the fall term? Yes          No

4. Will you be attending this school in the fall? Yes          No

5. Your college:   Major?______________________ Minor?____________________________

6. Please indicate the date you are available to begin employment:_________________

I hereby certify that the statements on this page are true and correct and that I am enrolled in an educational institution on a full-time basis. If during my period of employment, I cease to be a full-time student (through graduation or for other reason), I will so inform my employer; and I understand that I will no longer be eligible to continue as a student helper and will be terminated from the student helper position.

_______________________________________   _________ _______________
Your Signature                  Date

Note: Proper certification must be attached.
GENERAL INFORMATION

Purpose of the Program: The purpose of this program is to provide gainful employment to students who reside in the State of Hawaii. It is also a means to utilize and help develop the talents of students in a productive work setting and at the same time acquaint the student with the state government agencies.

Opportunities Available: The number of jobs available varies with the needs of each facility participating in the program and with the funds available. The increasing number of applicants and the limited opportunities available make it impossible for us to hire everyone. Therefore, you are advised to seek summer employment with other employers as well.

Requirements: Applicants must be enrolled or registered as full-time students in an education institution.

LEVEL | EXAMPLES OF JOB TYPES
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Student Helper I | Clerical, Grounds, Building Maintenance, Janitorial, Laundry, etc.
Student Helper II | Planner Aides, Social Work, PMA, OT, PT, Aides, etc.

APPLICATION FORMS: Applications are being issued and accepted at any one of the following Hawaii Health Systems Corporation facilities listed below. Do not submit more than one application. Duplicates submitted at one or more offices will be destroyed. If no student help position is available at the facility that you applied at, the facility may refer your application to another facility.

Please do not call about whether or not selections have been made. You will be called as soon as possible, in the event we need to interview you.

HAWAII HEALTH SYSTEMS CORPORATION–List of all facilities and addresses

<table>
<thead>
<tr>
<th>Location</th>
<th>Facility</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hawaii</td>
<td>Hilo Medical Center</td>
<td>1190 Waianuenue Avenue, Hilo, Hawaii 96720</td>
<td>(808) 935-2000</td>
</tr>
<tr>
<td></td>
<td>Kona Community Hospital</td>
<td>P.O. Box 69, Kona, Hawaii 96750</td>
<td>(808) 326-9000</td>
</tr>
<tr>
<td></td>
<td>Hale Ho'ola Hamakua</td>
<td>45-547 Plumeria Street, Kealakekua, Hawaii 96750</td>
<td>(808) 326-9000</td>
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<tr>
<td></td>
<td>Kau Hospital</td>
<td>P.O. Box 40, Pahala, Hawaii 96777</td>
<td>(808) 885-3535</td>
</tr>
<tr>
<td></td>
<td>Kohala Hospital</td>
<td>P.O. Box 10, Kapaau, Hawaii 96755</td>
<td>(808) 885-3535</td>
</tr>
<tr>
<td></td>
<td>Maui Memorial</td>
<td>221 Mahalani Street, Wailuku, Hawaii 96793</td>
<td>(808) 874-4646</td>
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<tr>
<td></td>
<td>Kula Hospital</td>
<td>204 Kula Highway, Kula, Hawaii 96790</td>
<td>(808) 871-7979</td>
</tr>
<tr>
<td></td>
<td>Lanai Community Hospital</td>
<td>P.O. Box 797, Lanai City, Hawaii 96763</td>
<td>(808) 878-3373</td>
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<tr>
<td>Oahu</td>
<td>Leahi Hospital</td>
<td>3675 Kilauea Avenue, Honolulu, Hawaii 96816</td>
<td>(808) 733-8000</td>
</tr>
<tr>
<td></td>
<td>Maluhia Long Term Care Health Center</td>
<td>1027 Hula Drive, Honolulu, Hawaii 96817</td>
<td>(808) 733-8000</td>
</tr>
<tr>
<td>Kauai</td>
<td>Samuel Mahelona Memorial Hospital</td>
<td>4800 Kawaihau Road, Kapaa, Hawaii 96746</td>
<td>(808) 822-3836</td>
</tr>
<tr>
<td></td>
<td>Kauai Veterans Memorial Hospital</td>
<td>P.O. Box 337, Waimea, Hawaii 96796</td>
<td>(808) 822-3836</td>
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