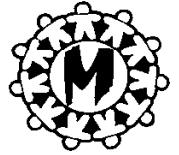




OAHU REGION HAWAII HEALTH SYSTEMS CORPORATION



DATE POSTED: DECEMBER 27, 2017
JOB TITLE: STUDENT HELPER II
RECRUITMENT NO: SH 01-17
JOB LOCATION: LEAHI HOSPITAL, KAIMUKI, KAHALA/KAPAHULU
SALARY: \$10.35 PER HOUR *revised 01/01/2018*

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

LEAHI HOSPITAL - 3675 KILAUEA AVENUE - HONOLULU, HAWAII 96816 - PHONE: (808) 733-8000
FAX: (808) 733-7914

MALUHIA - 1027 HALA DRIVE - HONOLULU, HAWAII 96817 - PHONE: (808) 832-3000 - FAX: (808) 832-3897
ORA-(A)-031: 9/15

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 <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Will you be attending this school in the fall? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 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

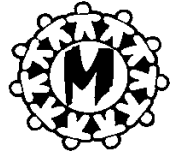
Note: Proper certification must be attached.

3675 KILAUEA AVENUE • HONOLULU, HAWAII 96816 • PHONE: (808) 733-4020 • FAX: (808) 733-4028

HILO • HONOKAA • KAU • KONA • KOHALA • WAIMEA • KAPAA • WAILUKU • KULA • LANAI • HONOLULU



OAHU REGION HAWAII HEALTH SYSTEMS CORPORATION



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 |
|-------------------|--|
| 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.

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| HAWAII HEALTH SYSTEMS CORPORATION—List of all facilities and addresses |
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|---|--|---|
| Hawaii | | |
| Hilo Medical Center 1190 Waiianuenu Avenue Hilo, Hawaii 96720 | Kona Community Hospital P.O. Box 69 Kealahou, Hawaii 96750 | Hale Ho'ola Hamakua 45-547 Plumeria Street Honokaa, Hawaii 96727 |
| Kau Hospital P.O. Box 40 Pahala, Hawaii 96777 | Kohala Hospital P.O. Box 10 Kapaau, Hawaii 96755 | |
| Maui Memorial 221 Mahalani Street Wailuku, Hawaii 96793 | Kula Hospital 204 Kula Highway Kula, Hawaii 96790 | Lanai Community Hospital P.O. Box 797 Lanai City, Hawaii 96763 |
| Oahu | | |
| Leahi Hospital 3675 Kilauea Avenue Honolulu, Hawaii 96816 | Maluhia Long Term Care Health Center 1027 Hala Drive Honolulu, Hawaii 96817 | |
| Kauai | | |
| Samuel Mahelona Memorial Hospital 4800 Kawaihau Road Kapaa, Hawaii 96746 | Kauai Veterans Memorial Hospital P.O. Box 337 Waimea, Hawaii 96796 | |

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