



**OAHU REGION
HAWAII HEALTH SYSTEMS CORPORATION**

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: November 6, 2023

JOB TITLE: Veterans Home Administrative Liaison Officer (Exempt Appointment)

RECRUITMENT NO: DKASVH

LOCATION: Daniel K. Akaka State Veterans Home, Kapolei, Oahu

SALARY: NEGOTIABLE

FUNCTION AND LOCATION:

This position is located in the Daniel K. Akaka State Veterans Home in Kapolei. The position provides oversight of all aspects of contract performance for facility administration of the Daniel K. Akaka State Veterans Home. The position will ensure that the private operator of the Daniel K. Akaka State Veterans Home delivers high-quality care and complies with federal, state and local laws, regulations, executive orders and ordinances.

MINIMUM QUALIFICATION REQUIREMENTS:

- A. **Education:** Graduation from an accredited university or college with a bachelor's degree.
- B. **Specialized Experience:** Four (4) years of professional work experience which demonstrated responsibility for planning and coordinating program activities and solving operational problems involving administrative processes and relationship between programs. *Experience in the health care field highly desirable.*

Administrative Experience: One (1) year of administrative experience which involved active participation in and major responsibility for development, management, execution and coordination of budgets, policies, programs, and/or activities.
- C. **Licensure:** Possession of a current State of Hawaii Driver's License; Hawaii Nursing Home Administrator license desirable.

SUBMIT APPLICATIONS TO: RECRUITMENT OFFICER, LEAHI HOSPITAL, HUMAN RESOURCES OFFICE (2ND FLOOR), 3675 KILAUEA AVENUE, HONOLULU HI 96816

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