



**WEST KAUAI MEDICAL CENTER – MAHELONA MEDICAL CENTER**  
**KAUAI VETERANS MEMORIAL HOSPITAL SAMUEL MAHELONA MEMORIAL HOSPITAL**  
HUMAN RESOURCES KAUAI REGION P. O. BOX 337 WAIMEA, HI 96796

## **NEW EMPLOYMENT OPPORTUNITY**

**DATE POSTED:** December 9, 2014  
**JOB TITLE:** HEALTH UNIT CLERK I  
HEALTH UNIT CLERK II  
**MEDICAL / SURGICAL DEPARTMENT**  
**RECRUITMENT NO.:** KAUAI 051-14 HUC I (Permanent Full-Time)  
KAUAI 052-14 HUC II (Permanent Full-Time)  
**JOB LOCATION:** KAUAI VETERANS MEMORIAL HOSPITAL Waimea, Kauai, Hawaii  
**SALARY RANGE:** \$2225 per month (SR08 -I)  
\$2406 per month (SR10–II)

**FUNCTION:**

The Health Unit Clerk is part of the Nursing Services Department team and performs a variety of clerical and receptionist functions and other related duties as assigned by the Head Nurse or charge nurse. Position is subject to shift work and may be assigned to cover other nursing units as needed.

**Job Duties:** Performs a variety of clerical tasks, including the transcription of physicians' orders, in a hospital nursing unit to facilitate and coordinate the provision of quality medical care to patients. Provides stenographic, clerical, and admission services; and compiles and prepares statistical reports on admissions, discharges, lengths of stay, and patient classification. Ensures that physicians' orders are transcribed and carried out accurately and systematically and that unit activities are coordinated effectively.

**Level I:** Entry-level trainee, receives formal and/or on-the-job training which provides the employee with knowledge of medical terminology; hospital policies and procedures; and applicable State, Federal and other regulatory requirements. Performs assignments under close supervision and instruction until competency and proficiency is gained.

**Level II:** Journey worker, performs same tasks as Level I independently.

**MINIMUM QUALIFICATION REQUIREMENTS:**

To qualify, you must meet all of the following requirements. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. In addition, qualifying work experiences are credited based on a 40-hour workweek.

**General Clerical Experience:** One and one-half (1 ½) years of clerical work experience which involved the performance of a variety of clerical tasks and demonstrated knowledge of English grammar, spelling, arithmetic, common office appliances and equipment (e.g., copying machines, word processors, etc.); and the ability to read and understand oral and written instructions, carry out procedures in clerical work systems, communicate effectively orally and in writing; deal tactfully with others; operate common office equipment; and organize and prioritize work tasks.

**Specialized Experience:** For Level I, none required and for Level II, one (1) year of work experience in a health care setting (e.g., hospital, clinic, physician's office, etc.) which involved working with physician(s) and receiving, coordinating, expediting and/or implementing their patient care orders. Such experience must have demonstrated knowledge of medical terminology through the application of such knowledge to work assignments.

**Knowledge of:** Business English; spelling; filing; arithmetic; office practices and procedures; and the operation and maintenance of common office appliances and equipment (e.g., word processors, copying machines, etc.). Knowledge of medical terminology (e.g., prefixes, suffixes and word roots, commonly used abbreviations and symbols, rules of medical word building, etc.).

**Ability to:** Communicate effectively orally and in writing; deal tactfully with others; carry out a variety of standard office clerical routines; perform basic arithmetic calculations (addition, subtraction, multiplication, division); operate common office equipment;

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prepare simple narrative and numerical reports; learn medical terminology; and manage and prioritize multiple tasks during periods of intense activity. Demonstrated ability to independently apply medical terminology to work tasks.

**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 at the time of appointment will be required to become a Hawaii resident within a reasonable time from hire.

**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 an 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 periodically 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 **Kauai Veterans Memorial Hospital**; Human Resources Office, 4643 Waimea Canyon Dr.; Waimea, HI 96796 and at **Samuel Mahelona Memorial Hospital**, Human Resources Office, 4800 Kawaihau Rd, Kapaa, HI 96746. You can call (808) 823-4118 OR (808) 240-2769, e-mail: [kauaijobs@hhsc.org](mailto:kauaijobs@hhsc.org) or visit our website at [www.kvmh.hhsc.org](http://www.kvmh.hhsc.org). You may fax your completed applications to KVMH (808) 338-9286 or to SMMH (808) 823-4179. Application hours are: M-F 8:00 a.m. to 4:30 p.m., excluding holidays, 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, SUBSEQUENT APPEALS:** If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. 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 noting if there is a statute or rule violation, and 3. any additional information you want to submit to substantiate your request. If you do not submit your request within the twenty (20) days deadline, no Administrative Review will be conducted. Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.

(PLEASE ATTACH THE SUPPLEMENTAL APPLICATION BELOW TO THE STANDRARD EMPLOYMENT APPLICATION FORM)

NAME: \_\_\_\_\_

## SUPPLEMENT TO THE APPLICATION FOR CLERICAL POSITIONS EXPERIENCE

The information you provide on this form will be used in addition to the application form to evaluate your qualifications. Therefore, please be as complete and specific as possible in the information you provide.

**INSTRUCTIONS:** Under each category, please check off those courses which you completed and list any other courses that are pertinent to the position for which you are applying.

### **High School**

- Subject
- English/grammar
- Arithmetic or Math
- Typing Speed \_\_\_\_\_ wpm
- Computer/Software proficiency:  Excel  Word  Outlook/Email  
 Powerpoint  Access  others: \_\_\_\_\_

### **Business/Technical School or Community College/University**

- Typing Speed \_\_\_\_\_
- Computer/Software proficiency (ex. Excel, Word, Access, other: \_\_\_\_\_)
- Medical Terminology
- General Office Procedures
- Specify Office Machines \_\_\_\_\_

### **Others**

**In this section, list any other training not covered above. List the school or program where the training was administered, the contents of the training and the length of the program.**

*SAMPLE:*

<u>School of Program</u>	<u>Courses Covered</u>	<u>Length of Training</u>
MDTA	English, arithmetic, office practices Typing, telephone courtesy	total of 520 hours from 3/96 to 8/96
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Complete a separate section for each different position where you performed clerical work. Be sure to provide complete dates and average number of hours worked per week. All employers listed here should also be listed on your application.**

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Position Title \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_

Place an (x) next to each applicable skill and give approximate hours work per week you performed such work in THIS job: (Maximum total: 40 hours per week)

- Typing \_\_\_\_\_ hrs       Faxing \_\_\_\_\_ hrs       Copying \_\_\_\_\_ hrs  
 Phone Communications \_\_\_\_\_ hrs       Filing \_\_\_\_\_ hrs  
 Others (describe fully below): \_\_\_\_\_ hrs

Specific description of your duties and responsibilities in THIS position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Position Title \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_

Place an (x) next to each applicable skill and give approximate hours work per week you performed such work in THIS job: (Maximum total: 40 hours per week)

- Typing \_\_\_\_\_ hrs       Faxing \_\_\_\_\_ hrs       Copying \_\_\_\_\_ hrs  
 Phone Communications \_\_\_\_\_ hrs       Filing \_\_\_\_\_ hrs  
 Others (describe fully below): \_\_\_\_\_ hrs

Specific description of your duties and responsibilities in THIS position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Position Title \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_

Place an (x) next to each applicable skill and give approximate hours work per week you performed such work in THIS job: (Maximum total: 40 hours per week)

- Typing \_\_\_\_\_ hrs       Faxing \_\_\_\_\_ hrs       Copying \_\_\_\_\_ hrs  
 Phone Communications \_\_\_\_\_ hrs       Filing \_\_\_\_\_ hrs  
 Others (describe fully below): \_\_\_\_\_ hrs

Specific description of your duties and responsibilities in THIS position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain any gaps in employment of six or more months:

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*I certify that all statements made on this supplemental form are true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission whenever discovered is grounds for the denial of or immediate separation from employment.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_