



OAHU REGION HAWAII HEALTH SYSTEMS CORPORATION

DATE POSTED: MARCH 14, 2024
JOB TITLE: STUDENT HELPER II
RECRUITMENT NO: SH 02-24
JOB LOCATION: MALUHIA, KALIHI, KAPALAMA, PALAMA, OAHU
SALARY: \$14.25 per hour

JOB DESCRIPTION: This is a year-round Student Helper II position whose primary role is to assist the Administration staff with a variety of clerical, typing services & other duties as needed. This is a part-time position not exceeding 19 hours per week, may involve working late afternoons, evenings, weekends, and holidays.

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.

MEDICAL/PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be contingent on successfully passing a pre-employment physical examination, which includes drug screen and other regulatory medical requirements such as, but not limited to, two-step tuberculosis (TB) screen. The cost for physical examinations, except the cost for drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation.

OBTAIN APPLICATIONS VIA WEBSITE AT: www.hhsc.org; **SUBMIT APPLICATIONS VIA EMAIL TO:** oahujobs@hhsc.org. Call (808) 733-8070 for questions.

ALL JOB VACANCIES WILL BE POSTED FOR A MINIMUM OF TEN (10) CALENDAR DAYS

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.

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

HILO • HONOKAA • KAU • KONA • KOHALA • WAIMEA • KAPAA • HONOLULU

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.

HAWAII HEALTH SYSTEMS CORPORATION—List of all facilities and addresses

Hawaii

Hilo Medical Center
1190 Waianuenue 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

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