



State of Hawai'i Non-Civil Service Job Opportunity

**Health Care Outreach Assistant
State of Hawaii Executive Branch
Salary: Depends on Qualifications**

An Equal Opportunity Employer

Opening Date: 06/06/17

Closing Date: Continuous

RECRUITMENT INFORMATION

This posting is for the State of Hawaii, Department of Human Services, Med-QUEST Division.

The position is located in Kapolei, on the island of Oahu.

Salary: Commensurate with education and experience.

If you have any questions regarding this non-civil service exempt position, please contact:

Puanani Crabbe-Parker, Acting Health Care Outreach Manager

Email address: pcrabbe-parker@dhs.hawaii.gov

Telephone: (808) 692-8144.

The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of Human Services, Personnel Office, Recruitment and Examination Staff at (808) 586-4966.

DUTIES SUMMARY

The Health Care Outreach Assistant supports the Outreach Manager, the Outreach Coordinators and Kokua Services organizations with all necessary logistical, scheduling and other administrative duties. Examples include, scheduling, calling, tracking of events, calendar upkeep, and community outreach event logistics.

MINIMUM QUALIFICATION REQUIREMENTS

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

Requires a high school diploma; three years of senior level administrative assistant work experience; coursework in administrative or paralegal work is desirable. Requires advanced proficiency in MS Office (MS Word, Excel, PowerPoint, Project), including the preparation of spreadsheets.

OTHER INFORMATION

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

Submit resumes

Via email to: Puanani Crabbe-Parker, Med-QUEST Division, Department of Human Services
pcrabbe-parker@dhs.hawaii.gov

Direct all inquiries regarding this position to:

Puanani Crabbe-Parker at 808-692-8144, Monday through Friday, 7:45 am to 4:30 pm.

NOTE: The State Recruiting Office will refer you to the Department of Human Services, Personnel Office, Recruitment and Examination Staff (808-586-4966) regarding this exempt position.

Recruitment # EX121871
HEALTH CARE OUTREACH ASSISTANT
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