

Papa Ola Lōkahi

POSITION DESCRIPTION: Native Hawaiian Health Scholarship Program Clerk
TYPE: Temporary, At Will
15-18 hours (Non-exempt/Salaried)
FUNDING SOURCE: NHHSP
RESPONSIBLE TO: NHHSP Director, Papa Ola Lokahi

POSITION RESPONSIBILITIES: To assist POL staff and programs to fulfill mission and create opportunities for further support to NH communities.

Job duties

1. Provide clerical support and coordination in all aspects of office management, administration and communication with staff.
 - a. Provide administrative support functions such as word processing, filing, mailing, duplicating, facsimile, scanning, research and data and e-mail transmissions.
 - b. Provide staff support for meetings.
2. Follow agency policies and procedures in compliance with government, funder and corporate requirements and policies, including the Health Insurance Portability and Accountability Act (HIPAA) policies.
3. Support Papa Ola Lōkahi mission and related activities.
4. Performs other related duties and responsibilities as assigned.

Experience & Qualifications

1. High school diploma or equivalent.
2. Ability to work in a multi-task environment and coordinate detailed oriented projects.
3. Training on office equipment will be provided.

Non-Essential Duties:

Working Conditions: The Office Clerk work is indoors and is sufficiently air-conditioned. Some out-of-the office training and meetings may be required. Weekend hours and off-island travel may be required.

Work Hours: 8:00 a.m. – 4:00 p.m. Work hours may be adjusted with prior approval from the Director. Weekend hours may be required for training events, health education events and conferences.

Equipment Use: The Office Clerk is required to be familiar with computers, photocopiers, fax machines, telephone and messaging systems and other generalized office equipment. Be competent with a range of software including MS Word, Excel and any other programs that may be relevant to their area of business. Will be provided with training if necessary.

Mental, Physical and Communication Demands: Sitting, walking, stooping/bending, finger dexterity, seeing, hearing and speaking is essential.

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revised, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.