



JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: BPSS 2016-094R1

OPENING DATE: 03/06/2017

CLOSING DATE: Continuous

POSITION TITLE: ASSISTANT MEDICAL REFERRAL COORDINATOR/DRIVER (PART-TIME)
HONOLULU, HAWAII

SALARY: GL- 11/1-5, \$518.65 – 580.62 B/W

LOCATION: BUREAU OF HEALTH ADMIN & SUPPORT SERVICE
MINISTRY OF HEALTH

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Perform general administrative and driving duties of the medical referral office in the overall operation of the medical referral program with capacity to implement and enforce established procedures and guidelines required for effective and efficient operations. Duties include all administrative functions and patient transport vehicle and facility maintenance, and support for all medical referral program activities including referral patients, hospital officials, and other health care providers at Tripler Army Medical center and other hospital in Honolulu.....**50%**
- Assist in the program and protocol development and enforcement of referral program policies, regulations, procedures and guidelines by implementing established measures and controls to ensure full compliance.....**25%**
- Participate in training programs to develop necessary skills and knowledge to carry out the functions of the medical referral program and to perform other duties as assigned by supervisor and MOH Medical Referral Program committee.....**25%**

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma with at least three (3) years of work related experience and must have a valid Hawaii Driver's License.

Bureau of Public Service System

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Applications are available and may be submitted to our offices located in the Ministry of Finance in Koror or Capitol Building in Melekeok.