

### **Coordinator-Health Services for Sr. Citizens**

Examines operations of the HSSC program to ensure that the highest quality of service is provided, and that services are provided safely and efficiently. Monitors staff productivity; ensures that care plans are followed daily; conducts client assessments; maintains active client lists; maintains client charts; identifies and examines trends; defines problems; and participates in problem resolutions. In the absence of the Program Manager assumes supervisory duties.

#### Requirements:

Associates degree in related discipline highly desirable. Minimum of 2 years' experience in a similar capacity. Familiarity with healthcare and clinical terms and issues, highly desirable. Ability to take the initiative and exercise sound judgment. Problem-solving skills. Ability to resolve emotionally charged situations with tact and diplomacy. Ability to work with both professional and nonprofessional individuals. Computer literate with accurate typing skills. Valid driver's license for the State of Hawaii. Personal car available for work with the required automobile insurance coverage. Good driving record, as evidenced by driver's current abstract.

To apply, go to: <http://www.stfrancishawaii.org/>.

For more information, contact:

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