



**JOB VACANCY ANNOUNCEMENT 18-001**

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**POSITION TITLE:** PROGRAM SPECIALIST I (Elderly Services Asst)  
**REPORTS TO:** ELDERLY SERVICES MANAGER  
**DEPARTMENT/PROGRAM:** KUMU KAHI

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**Job Summary.**

The responsibilities of the Program Specialist I are to conduct program recruitment and outreach and provide referral and supportive services for Native Hawaiian elderly. Plans and implements educational and recreational activities for eligible participants under the direction of the Manager I.

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**Duties and Responsibilities.**

**Sites/Participants 45%**

1. Assists w/meal service.
2. Tracks participant attendance/meal counts/other services/activities at site.
3. Maintains and ensures the safety and sanitation of activity sites and facilities.
4. Collects/deposits/reports on voluntary contributions.
5. Supervises volunteers at sites.
6. Creates monthly calendar of services and activities.
7. Plans and coordinates educational and recreational activities that positively impact the health and wellness of participants.
8. Provides program information at community events.
9. Networks with elderly community services and health organizations and agencies for referral and integration of services.
10. Assists with recording of health information.
11. Orders and keeps inventory of site supplies as needed.
12. Assists the Elderly Services Manager in local planning and evaluation activities and implementation as desired.

**Outreach 20%**

1. Recruits and assesses eligible program participants; provides information/referrals for services.
2. Does friendly visits and phone reassurances.

**Transportation 20%**

1. Transports participants to approved destinations; Provides escort services to doctor, etc.
2. Ensures regular maintenance and repair of program vehicles.

**Office 15%**

1. Maintains files for participants, volunteers, and resource instructors.
2. Assists with data collection and input and maintain accurate records on individual participants for evaluation and reporting purposes.

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**Interaction.**

The Program Specialist I has extensive and daily contact with elderly program participants, vendors, volunteers, community agencies, organizations and other ALI staff.

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**Required Job Requirements.**

**Education and Experience**

1. Associates Degree in Public Health, Health, Social Work, Human Services, Gerontology, Occupational Therapy, Recreational Therapy, or other closely related fields.
2. Two (2) years of human service experience in a health or social service program.

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**Required Job Requirements. (Continued)**

Substitution

1. High School Diploma and four (4) years of direct work experience in a health or social service program..
2. Bachelors Degree in Public Health, Health, Social Work, Human Services, Gerontology, Occupational Therapy, Recreational Therapy, or other closely related fields may be substituted for the experience requirement.

Skills, Knowledge, and Abilities

1. Ability to communicate and work effectively with the elderly.
2. Ability to analyze problems, develop effective solutions, and resolve problems
3. Ability to use a personal computer using word processing, spreadsheet and database programs.
4. Ability to accurately record data according to established policies, practices and format.
5. Ability to comprehend and follow oral and written instructions.
6. Ability to work independently without direct supervision.
7. Ability to work effectively with people of diverse backgrounds.
8. Ability to work effectively with people of diverse backgrounds.
9. Understanding of the level of individual abilities.
10. Flexibility, self-motivation and ability to a team player.
11. Knowledge of issues, community resources, agencies and organizations that affect the elderly
12. Good oral and written communication skills.
13. Valid Hawai'i driver's license, current no-fault insurance and daily access to an automobile.
14. Excellent driving record verified by a City and County Police abstract.
15. First-aid and CPR certified or able to obtain these certificates shortly after being employed.

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**Working Environment.**

Physical work may be required such as lifting, pushing, pulling and carrying up to 50 pounds to include assisting elders to safely get on and off the transportation vehicles using body mechanic techniques and/or wheelchair assistance.

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**Desired Requirements.**

1. Demonstrated ability to work effectively with Native Hawaiians.
2. Knowledge, understanding, and experience with Native Hawaiian culture and values.
3. CDL certified
4. Knowledge of medical conditions and ability to respond when required.

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**SALARY:** Salary level 7. Temporary; Part-time till March 31, 2018

**WORKPLACE:** ALU LIKE, INC.  
Hawaii Island Center  
32 Kinoole St., #102  
Hilo, Hawaii 96720

**TO APPLY:** For consideration, qualified applicants must mail, fax, email cover letter and resume to:  
ALU LIKE, INC.  
Attn: Personnel Officer  
2969 Mapunapuna Place, Suite 200  
Honolulu, Hawaii 96819  
Fax: (808) 524-3670  
Email: [roperez@alulike.org](mailto:roperez@alulike.org)