



**State of Hawaii
Department of Health
Executive Office on Aging (Attached Agency)
Advocacy, Education, and Outreach Section
Downtown, Oahu**

Program Specialist IV

\$4,231 - \$4,954 per month, commensurate w/ training, experience, and availability of funds

The primary purpose of this position recruits and trains volunteers to participate in advocacy, education, public awareness, and outreach activities and serves as the lead for managing the involvement of volunteers throughout the Hawaii State Health Insurance Assistance Program (SHIP). Working with staff, volunteers, and community partners, the position leads in the creation and maintenance of the volunteer program. The purpose of the program is to provide insurance counseling and assistance to persons regarding Medicare and Medicare Supplemental Insurance. This position also coordinates and collaborates with other staff in the AEOS and with staff in the other EOA segments as applicable to utilize resources effectively and reduce administrative costs.

Minimum Qualifications

To qualify, you must meet all of the following requirements:

EDUCATION: A bachelor's degree from an accredited four-year college or university.

GENERAL EXPERIENCE: One and one-half years of progressively responsible professional work experience which required a high degree of analytical skill. Such experience must have involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action.

SPECIALIZED EXPERIENCE: One year of progressively responsible professional experience in any field which involved work such as monitoring, evaluating, or conducting studies and analyses of programs or projects to make recommendations for the development or revision of standards, policies, procedures, or techniques; gathering and analyzing data to determine conformance with standards and requirements and recommending improvements or developing training materials; and giving technical advice and direction pertaining to program standards, requirements, or techniques.

SUPERVISORY APTITUDE: Supervisory aptitude rather than actual supervisory experience may be accepted. This requirement will be considered to have been met when there is strong affirmative evidence of the necessary supervisory abilities and/or potential.

SUBSTITUTION ALLOWED: Relevant substitutions as described in the Minimum Qualification Requirements, will apply.

Who May Apply

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires that 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.

How to Apply

Visit the Department of Human Resources Development website at

<http://agency.governmentjobs.com/hawaii/default.cfm>.

Recruitment # 218415: Downtown, Oahu

Continuous until needs are met.

Other Information

For additional information, you may contact L. Sakamoto at (808) 586-0100.