



## Facilities Director

We are a community health center located in majestic Waimanalo, where **our mission** is to provide the highest level of primary and preventative health care services, with special attention to the needs of Native Hawaiians and the medically underserved, and improving the health and wellness of individuals and their `ohana (family) regardless of their ability to pay. We are committed to improving the quality of life for the people of Hawaii.

### Our Values

**Mālama (stewardship)**- We listen to people with our full attention, seeking to know them and understand their healthcare and wellness needs and aspirations for themselves, their family and the Waimānalo community. We will respond, to the best of our abilities, as caring, compassionate, engaged and professional partners in healthcare.

**`Ohana (family)**- We believe that wellness embraces the whole family and we welcome their participation in the healthcare of their loved ones. Our belief extends to the Waimānalo community-at-large where we build the foundation of good health and wellness for everyone, and we seek collaborative partners who share our values and vision.

**Pono(rightness and balance)** - We know that quality healthcare starts with people's trust in our services and the excellence of our care for them and the resources entrusted to us to meet their needs. We are committed to maintaining their trust by treating people with respect and confidentiality, and by being open about our organizational practices and results, seeking to continuously improve our work.

**We are seeking a dedicated, talented and team-oriented Facilities Director to join our `ohana (family) to support our mission and values. Start Date June 17,2020.**

**We offer competitive wages, excellent benefits and a great working environment.**

### SUMMARY

Coordinates, implements, and monitors a cost efficient facility maintenance program for the Waimanalo Health Center (WHC) buildings' operating systems and infrastructure to ensure long term, safe, and effective operability for their user groups. Overall responsibility includes building maintenance and renovations, grounds keeping, furnishings, fixtures and equipment (FF&E) in compliance with commonly acceptable healthcare industry standards. Complies with required WHC, state and federal policies and regulations. Develops project/program specifications, written policies/procedures and coordinates all work schedules with special attention to the Patient Centered Health Care Home (PCHCH) approach to care and addressing the needs of patients, clients, providers and staff. Conducts business at all times in a professional, safe, legal and ethical manner which is non-disruptive to patient care.

### QUALIFICATIONS

- Bachelor's degree required with 5 years related experience and/or training preferred.
- Must have experience in project / construction management.
- Ability to read architectural plans.
- Additional knowledge or experience preferred in housekeeping, maintenance, carpentry, small engine repair, plumbing, electrical wiring, construction safety, automatic generator and health facility standards.
- Ability to maintain electronic project schedules through various programs including spreadsheets, project management, word processing and helpdesk programs.
- Regularly uses MS Office products requiring intermediate understanding of programs.

- Uses Outlook for scheduling internal/external meetings and project work.
- Demonstrated leadership, team building and change management skills.
- Practices coaching skills by helping someone through thoughtful questioning to help figure something out.

## **OTHER QUALIFICATIONS**

Must be a person of mature character, sound judgment and caring nature, highly accurate and attentive to details. Demonstrates prudent fiscal responsibility when dealing with organizational resources and duties. Has a desire to benefit the community. Able to communicate clearly and tactfully with others, prepare written reports and other necessary communications in a professional manner. Good interpersonal skills, able to accept criticism and desires personal growth. Able to be flexible, pleasant, kind, works with Leadership Team members to resolve organizational issues. Must have initiative, motivation and be highly productive.

## **BENEFITS**

- Health Benefits (Medical, Dental Drug, Vision) – Employee coverage paid by WHC
- Discounted Medical and Dental services provided by WHC
- Paid Holidays – 10 Full days and 2 Half Days
- Paid Time Off (PTO)
- Paid Wellness Hours
- Wellness Bucks - \$200 annually
- Group Term Life Insurance
- Supplemental Group-term Life Insurance & AD&D Insurance
- Employee Retirement Savings Plan 403(b) – Employer match 50% of employee contribution up to a maximum of 3% of employee wages
- Flexible Spending Program
- Employee Assistance Program (EAP)
- Longevity Benefit – After 10 or more years of service
- Tuition Assistance Program
- Free Parking
- and more.....