



## Director of Health Promotion and Disease Prevention

We are a community health center located in majestic Waimānalo, 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 Director of Health Promotion & Disease Prevention to join our `ohana to support our mission and values.**

### SUMMARY

This position is responsible for the planning, operation, and evaluation of nutrition, exercise fitness, gardening, wellness, and Women, Infants, and Children (WIC) services at the Waimanalo Health Center in accordance with existing laws, policies, rules and regulations. This position is allocated 50% time for administrative duties and 50% time for direct client, group, or community counseling or education. Provides health education and counseling to all Waimanalo Health Center clients in a culturally sensitive, patient-centered manner, with a team-based approach to care. Creates nutritional programs to promote increased nutritional awareness for patients with chronic disease, as well as general health and wellness.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrated leadership, team building and change management skills.
2. At least three years' experience working in a Federally Qualified Health Center is preferred
3. Ability to work with little supervision, ability to be self-directed
4. Previous management and/or supervisory experience preferred
5. Personnel management skills: Ability to evaluate staff clinical competency, quality of job workflow, staff scheduling and appropriate workplace behavior.

6. Must have good communication, supervisory and organizational skills as well as a good
7. Demonstrated ability to communicate effectively with individuals, groups, and professionals in a culturally appropriate manner understanding of patient and workflow processes.
8. Demonstrated ability to work effectively as a member of a team.
9. Quality improvement experience preferred
10. Familiarity with the communities to be served is preferred.
11. Experience with Electronic Medical Records system is preferred. Will be required to work on Electronic Medical Records system.
12. Use of email required
13. Must have enhanced computer skills, word processing, spread sheets, data extraction and reports (Word, PowerPoint, Excel, etc.)

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- ❖ Certificate of graduation from an accredited college with a minimum of a master's degree.
- ❖ Certification as a Diabetes Educator is preferred.
- ❖ Basic Life Support certification is required.
- ❖ two-step Tuberculosis clearance is required.
- ❖ Proof of full vaccination against COVID-19 is required

### **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)
- ❖ Pre-tax Commute Plan
- ❖ Longevity Benefit – After 10 or more years of service
- ❖ Tuition Assistance Program
- ❖ Free Parking
- ❖ and more.....

Apply at: [Waimanalo Health Center | Career Opportunities](#)