

# Chief of Staff

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This is an amazing opportunity to join the senior management team at Ho'ola Lahui Hawai'i - our Kaua'i Community Health Center!

Ho`ōla Lāhui Hawai`i is an FQHC, non-profit community health organization serving underserved adults and children throughout the county of Kaua'i. We are seeking a full-time Chief of Staff to serve our community health center at our administrative offices. The Chief of Staff (COS) is one of the key senior leadership positions within HLH/KCHC.

This position reports directly to the CEO and assists the CEO in implementing identified strategies and initiatives. The position is also responsible for enhancing communication with department managers regarding strategic initiatives and upcoming projects.

The COS plays a key role in assuring that services are provided in accordance with federal, state and local regulations and in accordance with grant guidelines. This position must be able to work and coordinate with all program managers and directors. The COS must work within the collegial atmosphere that the agency feels is critical to its success. This position also serves on various organizational committees as requested by the CEO.

## Primary Duties

- Drafts policies as requested by Departments and CEO.
- Assures that all policies are reviewed and kept current.
- Assists CEO in assuring that written reports for grants and funders are submitted and completed.
- Serves as the organization's Compliance Officer and HIPAA privacy officer.
- Is involved in assisting the CEO to implement new projects and initiatives in line with the organization's Real Time Plan.
- Works with senior management and the CEO to maintain the Real Time Plan.
- Works as a liaison on behalf of the CEO to departments and programs.
- Assists CEO to develop budget priorities and review program budgets to align with Real Time Plan.
- Oversees Community Health Worker Supervisor
- Works as a liaison between IT Vendor and supervises Data Manager
- Other Duties as Assigned.

## Skills/Knowledge, Education, Training and Experience

### Required:

- Computer, standard office equipment and supplies.
- Valid driver's license and own vehicle for transportation.
- Working knowledge of Office 365, Zoom, and other software as needed.
- College degree or equivalent.
- Must have 3-5 years of progressive health care management experience.
- Verbal ability is necessary to understand a variety of subjects relating to the various agencies and their services; to communicate clearly those services with those who need them.
- Must be a highly motivated, innovative individual capable of working closely with health care professionals, community agencies, the Native Hawaiian community, and other communities on Kaua`i.

Preferred: Knowledge of Hawaiian culture and language. Culturally sensitive to the needs of the Native Hawaiian community and other communities served by HLH. Knowledge of technology and automation.

*Ho`ōla Lāhui Hawai`i is an Equal Opportunity Employer. Employees of Ho`ōla Lāhui Hawai`i and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, age, religion, veteran's status, citizenship, national origin, ancestry, disability, sex, sexual orientation, arrest or court record, marital status, genetic information, gender identity or expressions, domestic or sexual violence victim status, or any other classification protected under state or federal law.*

Email resume to: [jashby@hoolalahui.org](mailto:jashby@hoolalahui.org)