

Health Promotion Specialist I – West

Ho'ōla Lāhui Hawai'i is a non-profit community health organization serving individuals and families living on Kaua'i. Under direct supervision of the Hui Ho'ōla Maika'i Director, this is a full time position, providing support and assists in implementation of the Hui Ho'ōla Maika'i Program. Target population includes Native Hawaiians, their families, and the community of Kaua'i with an emphasis on Kaua'i's West side community.

Position Requirements/Description

Required:

- High school graduate or equivalent.
- Must be diplomatic and organized, with good customer service skills; treating all clients and fellow workers with due courtesy, respect and confidentiality.
- Able to communicate clearly and tactfully with others, prepare written reports and other necessary communications in a professional manner.
- Good problem solving and interpersonal skills.
- Knowledge of basic nutrition and exercise as it relates to health.
- Knowledge of Kaua'i's west side community.
- Able to work evenings and Saturdays.
- Able to communicate clearly and respectfully with others in English language, prepare written reports and other necessary communications in a professional manner.
- Ability to understand and communicate effectively with individuals of different ethnic groups.
- Must have good phone etiquette and strong interpersonal skills.
- Skilled in use of computer, scanners, web-based applications, and MS Office software.
- Valid driver's license and available transportation.
- Knowledge of our diverse local community - cultural sensitivity to our many Hawai'i cultures and the needs of our community is important.

Preferred:

- Knowledge of Hawaiian culture and language.
- Presentation skills.
- Interest in disease prevention, nutrition and exercise. .

Job Duties

- Advocate on behalf of Native Hawaiians to this organization, community resources, private and public agencies, etc.
- Register and process appropriate documents for new clients.
- Assists in implementation of HHM program with an emphasis on the West side of Kaua'i.
- Implements Wellness activities for HHM program as assigned which may include fitness/ exercise, nutritional/cooking and other health enhancement activities.
- Assists in implementation of community events such as, but not limited to, Health Fairs, presentations and fitness activities and other community requests as assigned.
- Host fitness classes as assigned.
- Completes required documentation and reporting requirements for program activities.
- Completes daily, weekly and monthly cleaning duties as assigned.
- Perform maintenance care of program equipment at all sites.
- Attends training as requested and participates in program development and implementation.
- Performs other duties as assigned and accepts such responsibility.

Excellent pay and benefits, including: 100% employer-paid healthcare, generous vacation plan, retirement plan, employee discounts, and employee fitness center membership.

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.

Submit resume and cover letter to Human Resources Director.