



Republic of Palau

SOCIAL SECURITY ADMINISTRATION

Ngesekes Road, Ngerbeched Hamlet

P.O. Box 679 Koror, Palau, PW 96940

Phone: (680) 488-2457 or Fax: (680) 488-1470

E-mail: administration@ropssa.pw Website: www.ropssa.pw

JOB VACANCY ANNOUNCEMENT

- Job Title** : **HCF Medical Referral Coordinator (Station: Hawaii)**
- Opening Date** : September 18, 2024
- Deadline** : Until Filled
- Housing** : \$950 Monthly
- Starting Salary** : \$26,594 Per Annum and/or depending on qualifications and experiences
- Grade** : Base Grade is 12 and up to 15 to be under contract
- Report To** : HCF Manager
- Summary** : The principal duties and responsibility of this position is to coordinate medical care for referral cases from Palau to Tripler Army Medical Center and other hospitals in Honolulu. Duties include all administrative support, patient support and operation management of the Palau Housing unit, government vehicles, and the Honolulu office of the medical referral program. Responsible for organizing all logistical issues for patients and their stay while under medical treatment, including all protocols, interfacing and communication with Tripler Army Medical Center and other medical facilities in Hawaii.

Essential Duties & Responsibilities: Detail is available upon request

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. Must be detail oriented with good organization and customer service skills. Must be well organized and able to manage appointment schedules for multiple patients and doctors. Must have good communication skills to liaise between patients and the medical care provider. Must be compassionate and willing to help others. Must be able to work flexible hours including evenings, weekends and holidays.

Education & Experience:

Must have at least four years degree in Office Administration and related field or equivalent work experience. Must be computer literate with knowledge of excel, word, and other related office software. Must have good verbal and writing skills in English. Experience in the healthcare industry is preferred.

Applicants must include a Resume, Certificates and Identification/Licenses.

Applications are to be addressed to: **HCF Medical Referral Coordinator (Hawaii)**
Attn: Mr. Clinton O. Ngemaes, Administrator
Social Security Administration
P. O. Box 679
Koror, Palau PW 96940

You may contact us via email to administration@ropssa.pw.

Approved By:

Clinton O. Ngemaes, Administrator

JOB TITLE: HCF Medical Referral Coordinator (Hawaii)

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties may be assigned:

- Warmly greet arriving Palau referral patients at the airport and transport them safely to the Palau Housing unit.
- Responsible for coordination of all activities pertaining to the Republic of Palau property including but not limited to building and equipment maintenance, ground facilities and utilities.
- Responsible for the operation management of the Palau Housing unit including proper use of the government property and vehicles.
- Make all necessary arrangements and appointments for the referral patients with physicians, medical facilities, schedule necessary transportation services such as ambulance and flight reservations.
- Utilizing the Government vehicle transporting patients to and from the airports, hospitals, hotels, and doctor's appointment for all medical referral patients under the program.
- Serve as a translator between patients and medical personnel and medical providers.
- Provide support services in the event of death such as morgue services, coffin purchases, airline repatriation requirements and other support services as necessary.
- Maintain a constant and open communication with the referring physician in Palau.
- Provide monthly reports on patient's condition, appointments, doctor's requests and comments, treatment schedules and related matters to the Medical Referral Committee and the Healthcare Fund Administrator.
- Maintain good working relationship with the Palau Housing property management and maintenance.