



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

Ngesekes Road, Ngerbeched Hamlet
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JOB VACANCY ANNOUNCEMENT

Job Title : **HCF Medical Referral Coordinator (Station: Hawaii)**
Opening Date : August 18, 2021
Deadline : September 18, 2021
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: Ms. Ulai Teltull, Administrator
Social Security Administration
P. O. Box 679
Koror, Palau PW 96940

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