

## **Papa Ola Lōkahi**

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**POSITION DESCRIPTION:**      **Population Health Specialist (Maternal/Child Health, Sexual/Reproductive Health)**  
**TYPE:**                              (1.0 FTE) At Will (Exempt/Salaried)  
**HALE:**                                Hale Ho‘ona‘auao (Learning Institute)  
**RESPONSIBLE TO:**                Director of Community Initiatives

**POSITION RESPONSIBILITIES:** To engage in and provide support in the development and maintenance of the community health area within Hale Ho‘ona‘auao, specifically focused on the understanding, development, and monitoring of Native Hawaiian maternal/child health and sexual/reproductive health.

### **Essential Duties:**

1. Develop, implement, and evaluate culturally relevant health programs and initiatives to improve maternal, child, and reproductive health within the Native Hawaiian community.
2. Engage with Native Hawaiian communities and stakeholders to identify health needs and priorities, while building and maintaining strong relationships to promote collaboration and community involvement.
3. Provide culturally tailored health education and advocate for policies that promote health equity and access to healthcare for Native Hawaiian mothers, children, and individuals seeking reproductive health services.
4. Collect, analyze, and interpret health data to inform program development, identify trends and disparities, and evaluate the impact of maternal, child, and reproductive health programs.
5. Develop educational materials and secure funding through grant proposals to support health education and outreach efforts.
6. Collaborate with indigenous programs to enhance services and provide technical assistance to healthcare providers, partner organizations, and community members to improve maternal, child, and reproductive health within the Native Hawaiian community.
7. Advocate for policy changes and collaborate with stakeholders to improve health outcomes and access to care for Native Hawaiian mothers, children, and individuals seeking reproductive health services.
8. Assist and support the development, writing, and publications (as applicable) of federal, state, and local initiatives impacting the health of Native Hawaiians in areas related to maternal/child health and sexual reproductive health.
9. Support other assignments given by the supervisor and/or CEO.

Papa Ola Lokahi is an equal-opportunity employer committed to diversity, equity, and inclusion. We encourage individuals from underrepresented groups, including Native Hawaiians, to apply.

### **Non-Essential Duties:**

**Working Conditions:** Work associated with this position will be managed both in-person and remotely based on external circumstances that are continually reviewed. Must attend committee

meetings as assigned. Will be engaging in coordination efforts through virtual and possible in-person engagement.

**Work Hours:** Hours will vary based on meeting schedules and activities of the hale operational needs, but outside of organizational hours (8-4:30p) will need to be determined prior with a supervisor. Work hours may be adjusted with prior approval from the CEO. Weekend and evening hours may be required.

**Equipment Use:** Familiar with computers as work will be managed through multiple system platforms and other generalized office equipment. Be competent with various software, including MS Word, Excel, and any other programs that may be relevant to their business area. Must have access to reliable equipment and internet while performing remote work functions.

**Mental, Physical, and Communication Demands:** The work requires sitting, walking, stooping/bending, finger dexterity, seeing, hearing, and speaking.

### **Experience & Qualifications**

1. Bachelor's or Master's Degree in public health, social work, or related field preferred;
2. Have a current Hawai'i Driver's License;
3. Able to travel to neighboring islands and the Continental US;
4. Demonstrate ability to recognize problems, identify possible causes, and develop potential solutions;
5. Able to work both independently and within a group setting;
6. Demonstrate ability to understand oral and written documentation, write reports and procedures, and communicate effectively in a variety of situations;
7. Demonstrate ability to establish and maintain effective working relationships with internal and external organizations, groups, team members, and individuals;
8. Have excellent communication, collaboration, and relationship-building skills;
9. Demonstrate proficiency in data collection, analysis, and interpretation;
10. Demonstrate ability to operate a personal computer and Microsoft Word processing software;
11. Have proven experience working directly with Native Hawaiian communities, building strong relationships, and collaborating on community-focused projects or initiatives;
12. Demonstrate a deep understanding of Native Hawaiian culture, including its traditions, values, and historical context.