

## Papa Ola Lōkahi

**POSITION DESCRIPTION:** Program Specialist  
**TYPE:** (1.0 FTE) At Will (Exempt/Salaried)  
**HALE:** Hale Ho‘ona‘auao (Learning Institute)  
**RESPONSIBLE TO:** Director of Community

- **POSITION RESPONSIBILITIES:** Serve as Regional Coordinator (RSCF) with associated duties for identified sub-region Hawaii in AANHPI Center of Excellence (CoE) service and to engage in and provide support in the development and maintenance of the community health area within Hale Ho‘ona‘auao specifically focused on addictions understanding, development and monitoring (and tying into areas including mental health and social justice).

### **Essential Duties:**

1. Support the development and implementation of webinars /online for the Center of Excellence (CoE) to build a baseline understanding of NHPI cultural history, norms and engagement strategies and to help eliminate the stigma of mental illness and improve access to mental health services in NHPI communities.
2. Identify, recruit, assess, and appoint a minimum of six (6) steering committee members for each region. Of these six (6) Regional Steering Committee (RSC) members from each region, two (2) members from each shall be identified to serve on the national CoE steering committee along with their respective RSCF.
3. Administer environmental scans to assess emerging issues and needs impacting AANHPI behavioral health regional surveys to identify ten (10) regionally specific emerging issues in each region;
4. Collaborate with behavioral health providers and the AANHPI communities to receive feedback to continuously improve, guide, and empower best practices to tailor culturally appropriate communication toward various AANHPI subgroups.
5. Conduct/plan outreach and community awareness promotion activities such as resource fairs, informational webinars, etc.
6. Research and assess business traffic, mobility, and service-seeking patterns in NHPI communities specific to regions, including, but not limited to, Pacific Islander cultural clubs, halau hula, ethnic-specific Pacific Islander Church congregations, and high employment economy sectors to survey for primary care providers.
7. Coordinate and conduct meetings with other CoE project staff
8. Assist and support a project plan to publish “brown papers” on this topic area as it relates to Native Hawaiian health, including, but not limited to, the development of abstract-ready presentations;
9. Assist and support the design, implementation, evaluation, and process for ongoing improvements of short & long-term goals and trainings for this area of Hale Ho‘ona‘auao related to mental health, substance use, and other social impact areas;
10. Assist and support staff to assess, map, and leverage existing resources and to inform the identification and prioritizing of new partners to fill existing gaps;
11. Provide training in topics relative to supporting the health of Native Hawaiians; and,
12. Coordinate efforts, data, evaluations, and outcomes of learning with other hale staff to increase coherence across all departments to achieve short, mid, and long-term goals of NHHCIA;
13. Learn and collaborate with other indigenous/native or culturally-embedded program innovations that support to improve services to our communities;

14. Provide support to other assignments given by the supervisor or executive director.

**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 supervisor. Work hours may be adjusted with prior approval from the Executive Director. Weekend and Evening hours may be required.

**Equipment Use:** Familiar with computers as work will be managed through multiple system platforms along with other generalized office equipment. Should be competent with a range of software including MS Word, Excel and any other programs that may be relevant to their area of business. 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. Possession of a college degree, masters level preferred in the fields of public health, social work, human services or health care related field of study;
2. Experience working with Native Hawaiian and Pacific Islander communities;
3. Demonstrate relevant professional experience, possession of the following competencies in technical knowledge, critical thinking skills, communication skills and interpersonal skills;
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. Demonstrate ability to operate a personal computer and work processing software;
9. Familiarity with issues related to addiction and intersection with cultural and health.