



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

THE RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, 100% FEDERALLY FUNDED PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

Grant Budget Specialist I

JOB # RC-17-22

Application Deadline: Midnight, July 13, 2017

Send RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu before the deadline or submit documents to the RCUOG office located on the 1st floor of the Health Sciences Bldg., Rooms 137, 138 and 121, UOG Campus before 5PM weekdays. The RCUOG application can be downloaded from www.uog.edu/rcuog; located under the Forms subhead.

Salary

Grade H, Step 1, \$12.75 per hour

Temporary, full-time, 40 hours per week

Benefits: Social Security, Medical and Dental Insurance, 4 hours sick leave and 4 hours annual per pay period, holiday pay

The position begins upon selection and ends 7 months from hiring date or based on availability of funds with possibility of extension should additional funds become available.

Location:

Northern Regional Health Center (Public Health)

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Health Science OR related field in health and medicine.
- Two years of experience working with public services and / or non-government organizations on delivering health services the pacific islanders.

- Knowledge and experience in developing teaching aids, brochures, flyers, flip charts and other teaching materials.
- Knowledge and experience in conducting community outreaches, health education forums, counseling sessions and other community outreach activities.

PREFERRED QUALIFICATIONS:

- Experience working in a grant project: *managing, handling daily operations, budgeting, handling purchase orders, tracking daily time record and other functions as directed by the grant manager.*
- Post graduate units on public health and other health-related studies and training applicable to the grant project.
- Familiar with Electronic Health Record and other DPHSS encoding requirements such as WEBiz.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Ability to follow demonstrated procedures, b) ability to plan and carry out procedural and technical steps required to complete projects, c) attention to detail and strong computational skills d); strong verbal communication skills; e) experience with geospatial instrumentation.

CHARACTER OF DUTIES:

- Adhere to regulations of the Department of Public Health Centers and the University of Guam.
- Coordinate project activities with the requirements and regulations of DPHSS (VFC) Vaccines For Children Program and Centers for Disease Control (CDC).
- Coordinate with community outreach partners, village leaders, families and other key individuals in the conduct of the HPV vaccinations
- Handle, encode and monitor patient records for HPV Vaccinations within WEBIZ Immunizations, and Electronic Health Records (E.H.R) systems
- Apply best practices approach in conducting surveys, forums, counseling sessions and other health-dissemination activities.
- Handle daily operations that include but not limited to receiving and making phone calls, making referrals, documentation of program activities, tracking of registered clients, making appointments, doing purchase orders, receiving and making reports and other responsibilities as directed by the project manager.

CLEARANCES

- College transcripts should be submitted with application
- Upon selection, the applicant must submit PPD, police and court clearances to UOG HRO.