



State of Hawaii
Department of Hawaiian Home Lands

HHL Case Management Specialist III

Contact and Awards

Exempt from Civil Service

Temporary, Not-To-Exceed June 30, 2019

\$4,079.00/month, State benefits apply

DUTIES SUMMARY:

This position is responsible to assist in the planning and organizing of orientation and lot selection meetings; program guidelines; lease documentation; contract administration; provide counseling to prospective Hawaiian Homes Lands Trust beneficiary home buyers, and performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

Graduation from an accredited four (4) year university with a Bachelor's degree. A degree in Communications, Business Administration, Counseling, Education or a related field of study preferred.

Excess work experience as described under General Experience below or or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities. The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience in housing related industries which involved the assistance of pre and post homeownership is preferred.

General Experience:

One and a half (1-1/2) year of progressively responsible work experience which required a high degree of analytical skill. Such experience must have involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have also demonstrated the ability to elicit information orally and in writing; read, comprehend, interpret and evaluate technical subjects, analyses or proposals; and apply problem-solving methods and techniques, such as defining and analyzing problems, identifying alternative courses of action, using judgment in determining appropriate alternatives; and prepare clear and concise written reports and recommendations for action. Experience in customer engagement and counseling specifically in the area of the pre and post homeownership preferred.

Substitutions Allowed:

1. Possession of a master's degree from an accredited college or university may be substituted for one (1) year of the General Experience.

Legal Authorization to Work Requirement: The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

OTHER INFORMATION

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

AN EQUAL OPPORTUNITY EMPLOYER

Recruitment is continuous until needs are met.

HOW TO APPLY

Submit completed State of Hawaii Application for Non-Civil Service Appointment; and copies of all required licenses, certificates and diplomas/degrees to: dhhl.jobs@hawaii.gov

Applications can be found at: https://dhhl.hawaii.gov/wp-content/uploads/2019/02/278_HHL_2.2019fillable.pdf

For additional information, please email: dhhl.jobs@hawaii.gov