



# JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

**VA #: BPSS 2019-161**

**OPENING DATE: 09/16/2019**

**CLOSING DATE: 09/27/2019**

**POSITION TITLE:** PATIENT CARE TRAINER/ EDUCATOR

**SALARY:** GL-11/1-12/5, \$543.65-\$675.08 B/W

**LOCATION:** BUREAU OF PUBLIC HEALTH  
MINISTRY OF HEALTH  
KOROR, REPUBLIC OF PALAU

**SOURCE OF FUND:** FEDERAL

**DUTIES AND RESPONSIBILITIES:**

- Develops/maintains and records all current health care services, programs, policies and procedures within and outside the Ministry of Health. Develops or assist in the development of patient navigation plans and process (screening, diagnosis, treatment, survivorship end of life, etc.) Assist/support health care providers in the integration/linkage between screening, diagnosis, treatment/management, maintenance/survivorship or end life and provide necessary health information to patient/clients. Creates computer program that tracks patients/clients, with controlled access for FHU program manager and other relevant health care providers. Setting up formal consultation planning meetings to help the client prepare for visits with medical providers. Collect information and generates reports on client issues and problems. Utilize and/or creates best practice through monitoring and evaluation to document ongoing client case manager contracts. Provide follow up and other health information to clients after screening.
- Coordinate health care screening in multiple settings (clinic outreach). Coordinates the integration of services and or ling client to screening and diagnostic services and provide necessary health information. Provides follow up and other health information to clients after screening.
- Assist in the development/dissemination of health education, promotions materials to increase health care screening/intervention. Provides information and assist clients, their families to understand what services, equipment, medications and care options are available. Assist men/women/ children to access appropriate and timely follow up works and/or treatment.

Bureau of Public Service System PO Box 6011; Koror, Palau 96940 Tel: (680)767-2415

Email: [bpss@palaugov.org](mailto:bpss@palaugov.org) Website: <http://palaugov.pw/bpss>

**Applications are available and may be submitted to our offices located in the Ministry of Finance in Koror or Capitol Building in Melekeok.**

- Assist in research and drafting of health related educational materials. Assist in providing FHU clients with healthy living, physical activity and nutrition information. Assist in the development/support for wellness programs in community settings.
- Gains/maintains a thorough understanding of all FHU related services, programs, policies and procedures. Maintain and models good self management skills.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Associate Degree plus some training with at least four (4) years of work related experience.