Hilo Medical Center
We Care for Our Community

HUMAN RESOURCES ∴ EAST HAWAII REGION: Hilo Medical Center, Hale Ho'ola Hamakua, Ka'u Hospital
1190 Waianuenue Avenue ∴ Hilo, Hawaii 96720 ∴ Phone (808) 974-6837 ∴ FAX (808) 974-6831

Effective 10/1/09: Change in Salary

VACANCY ANNOUNCEMENT

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 10/16/09
JOB TITLE: OCCUPATIONAL THERAPIST III
RECRUITMENT NO.: HMC 169-09
STATUS: PERMANENT/FULL-TIME
JOB LOCATION/DEPT.: HILO MEDICAL CENTER, OCCUPATIONAL THERAPY
SALARY: $4,566 PER MONTH SR-20, BU:13
(Salary includes SHORTAGE DIFFERENTIAL of $1231)

Per the collective bargaining agreement as negotiated with HGEA, the salary amount is 5% less than the posted salary schedule rate as of September 30, 2009.

JOB DUTIES: UNDER GENERAL SUPERVISION, PERFORMS DIAGNOSTIC ASSESSMENTS; PREPARES AND IMPLEMENTS TREATMENT PLANS IN PROVIDING PROFESSIONAL OCCUPATIONAL THERAPY SERVICES FOR THE FULL RANGE OF CASES WITHIN A PROGRAM FOR THE HABILITATION AND REHABILITATION OF PATIENTS; AND PERFORMS OTHER RELATED DUTIES AS REQUIRED. **MUST BE AVAILABLE TO WORK SHIFTS AS NECESSARY BASED ON HOSPITAL OPERATIONS; SERVICES ARE PROVIDED 24/7.**

MINIMUM QUALIFICATIONS REQUIREMENT: To qualify, you must meet **all** of the following requirements. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.

EDUCATION: A bachelor's degree in Occupational Therapy from a school of Occupational Therapy approved at the time of graduation by the American Occupational Therapy Association, Inc. in collaboration with the American Medical Association; or in the case of a foreign-trained person, the credentials indicating completion of an occupational therapy education program shall be evaluated and approved by the Certification Committee of the American Occupational Therapy Association, Inc. In addition, applicants must have successfully completed the fieldwork requirements prescribed by the degree awarding school. **Evidence of the appropriate training (e.g. official transcript of diploma) should be submitted with the application to be given credit for education. A legible photocopy will be accepted. However, Hilo Medical Center reserves the right to request an official copy.**

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EXPERIENCE: One year of professional experience as an Occupational Therapist under medical supervision. The experience must have equipped the applicant with a full professional understanding of the theories, prevention, and treatment to disabilities by occupational therapy and their proper application by the use of activities which are appropriate to the patient's physical and psychological condition and utilizing appropriate manual and other physical skills. The year of experience must have been comparable to the next lower level in State service.

SUBSTITUTION: A Master's degree in occupational therapy from a college or university whose occupational therapy program has been approved by the American Occupational Therapy Association, Inc. may be substituted for one year of the required Occupational Therapy Experience.

CERTIFICATION: All applicants shall have passed the occupational therapist national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT).

LICENSES REQUIRED:
1) A current license to practice as a registered Occupational Therapist in the State of Hawaii.

2) A valid State of Hawaii Type 3 driver's license.

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, HAWAII HEALTH SYSTEMS CORPORATION AT (808) 733-4162 (VOICE/TDD) TO DISCUSS SPECIAL NEEDS IN APPLYING.

AN EQUAL OPPORTUNITY EMPLOYER

UNLESS OTHERWISE INDICATED, ALL JOB VACANCIES WILL BE POSTED FOR A MINIMUM OF TEN (10) CALENDAR DAYS.

QUALITY OF EXPERIENCE: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.
Note: We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: Applicants must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to an HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted periodically and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

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HOW TO APPLY: Applications are available at the **HILO MEDICAL CENTER,** Human Resources Office, 1190 Waianuenue Avenue, Hilo, HI 96720. You can call (808) 974-6837 (Voice/TT), Toll Free (800) 845-6733, e-mail: **hmcrecruit@hhsc.org** or visit our website at www.hhsc.org. **Application hours are: 9:00 am – 2:00 pm** at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW, SUBSEQUENT APPEALS: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s), 2. the specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. any additional information you want to submit to substantiate your request. If you do not submit your request within the **twenty (20) days deadline, no Administrative Review will be conducted.** Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.

2/1/07