



# OAHU REGION HAWAII HEALTH SYSTEMS CORPORATION

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## VACANCY ANNOUNCEMENT CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

**DATE POSTED:** NOVEMBER 29, 2024  
**JOB TITLE:** OCCUPATIONAL THERAPIST IV  
(Casual Hire, On call basis, 89 day appointment, No benefits)  
**RECRUITMENT NO:** OR 30-24  
**JOB LOCATION:** LEAHI HOSPITAL, KAIMUKI, WAIALAE/KAHALA, OAHU  
**SALARY RANGE:** \$35.50 per hour (SR-22) updated 12/6/2024

**DUTIES:** This position is responsible for the functional evaluation of SNF patients and the planning and utilizing of a program of purposeful activities to achieve maximal physical and mental functioning of patients in their daily life tasks. Performs other duties as assigned. The position may also provide services at Maluhia.

### **MINIMUM QUALIFICATION:**

**Education Requirement:** 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.

**Certification and Registration Requirements:** Passed the occupational therapist national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT).

**Licensure:** Possession of a current registration in the State of Hawaii as an Occupational Therapist.

**Experience Requirement:** One (1) 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 of 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. At least one year of experience must have been comparable to the next lower level in the 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 Experience.

**Desired Skills:** Knowledge of basic principles, practices and philosophy of occupational therapy evaluation and testing procedures; current treatment techniques and use of appropriate equipment; basic skills, such as creative and manual arts, recreational, and activities of daily living, etc., and professional documentation methods.

ALL JOB VACANCIES WILL BE POSTED FOR A MINIMUM OF TEN (10) CALENDAR DAYS

*An Equal Opportunity Employer*

**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.

**MEDICAL/PHYSICAL EXAMINATION REQUIREMENT:** Offers of employment will be contingent on successfully passing a pre-employment physical examination, which includes drug screen and other regulatory medical requirements such as, but not limited to, two-step tuberculosis (TB) screen. The cost for physical examinations, except the cost for drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation.

**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.

**HOW TO APPLY:** Applications are available at the **Hawaii Health Systems Corporation (e.g.);** Leahi Hospital Human Resources Office, 2<sup>nd</sup> Floor 3675 Kilauea Avenue, Honolulu, HI 96816. You can call (808) 733-8070, (Voice/TT), Toll Free (800) 845-6733, e-mail: [oahujobs@hhsc.org](mailto:oahujobs@hhsc.org) or visit our website at [www.hhsc.org](http://www.hhsc.org). Application hours are: 8:00am to 3:30pm 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.