



## OAHU REGION HAWAII HEALTH SYSTEMS CORPORATION

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### VACANCY ANNOUNCEMENT CONTINUOUS ANNOUNCEMENT UNTIL NEEDS ARE MET

**DATE POSTED:** APRIL 22, 2025  
**JOB TITLE:** **PHYSICAL THERAPIST IV**  
*(Permanent, Full-time with Benefits)*  
**RECRUITMENT NO:** OR 11-25  
**JOB LOCATION:** LEAHI HOSPITAL, KAIMUKI, WAIALAE/KAHALA, OAHU\*  
**SALARY RANGE:** \$5,258.00 per month (SR-22)

**\*The incumbent of this position may also provide services at Maluhia.**

**DUTIES:** This position is located in the Physical Therapy Services Unit of Leahi Hospital and is responsible for evaluating and assessing residents, recommending a treatment plan to the physician, implementing the treatment plan, working with other disciplines to provide appropriate therapeutic services, documenting residents' progression, and supervising Physical Therapy Aides and Assistants.

#### **MINIMUM QUALIFICATION:**

**Experience:** One (1) years of experience as a physical therapist under medical supervision. The experience must have equipped the applicant with full professional understanding of the theories of prevention and treatment of physical disability or disease by physical therapy and their proper application by use of physical measures, activities and devices for preventive and therapeutic purposes which are appropriate to the patient's physical and psychological condition. Also, the applicant must show evidence of the ability to supervise others.

**Education:** Graduation from a school of physical therapy approved at the time of graduation by an agency recognized by either the United States Department of Education or the council on Post-Secondary Accreditation; or in the case of a foreign-trained person, a credentials evaluation indicating completion of and education program(s) that has been determined to be equivalent to entry level physical therapist education in the United States. Such an evaluation shall be performed by a credentials evaluation agency recognized by the State Department of Health. In addition, applicants must have successfully completed the clinical affiliation requirements prescribed by the degree awarding school.

**Substitutions:** A Master's Degree Physical Therapy from an accredited University may substitute for one year of the required physical therapy experience.

**License Required:** License to practice as a Physical Therapist in the State of Hawaii.

**Certification Required:** Basic Life Support (BLS) for Healthcare Workers must be obtained within six (6) months of employment.

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.