



## OAHU REGION HAWAII HEALTH SYSTEMS CORPORATION

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### VACANCY ANNOUNCEMENT CONTINUOUS ANNOUNCEMENT UNTIL NEEDS ARE MET

**DATE POSTED:** February 25, 2020  
**JOB TITLE:** **PHYSICAL THERAPIST ASSISTANT-FULL PERFORMANCE**  
*(Temporary, Full Time with Benefits. May Be Extended or Converted to Permanent Status As Deemed Necessary by Management)*  
**RECRUITMENT NO:** OR 05-20  
**JOB LOCATION:** LEAHI HOSPITAL, KAIMUKI, WAIALAE/KAHALA, OAHU\*  
**SALARY RANGE:** \$4,576.00 per month (HE-10)

\*Incumbent may also provide services at Maluhia, HHSC-Oahu Region.

**DUTIES:** This position works in the physical therapy department of Leahi Hospital and is responsible for implementing physical therapy care plans developed by a licensed Physical Therapist. The position may be required to work on shifts, including evenings, and weekends and holidays.

**MINIMUM QUALIFICATION:** Prerequisite Qualifications Required for the Entry Level:

**Education and Essential Knowledge and Abilities:** Graduation from an accredited physical therapist assistant program or an accredited physical therapy program accredited by the Commission on Accreditation in Physical Therapy Education, its predecessor organization, or its successor organization, which demonstrated knowledge of human anatomy; physiology; kinesiology; thermal agents; therapeutic exercise; traction; therapeutic massage; aquatic physical therapy; uses of various modalities; neuropathology; electrotherapy; universal hand washing procedures; and the ability to read, write, speak, understand and communicate effectively with others in English; safely manage patients in treatment activities, and stimulate, motivate, guide and teach patients to perform required movements and recognize their individual limitations; apply various modalities and thermal agents, traction, therapeutic massage, therapeutic exercise, aquatic physical therapy and electrotherapy; lift and transfer paralyzed and partially paralyzed patients to and from wheelchairs, exercise tables, beds, etc.; deal with a variety of patients and others and adjust to continuously changing situations; keep records and tabulate statistics; maintain equipment, supplies and the physical environment in an acceptable manner; and learn various specialized procedures and use of equipment peculiar to given patients or a particular program of service or facility.

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

**Prerequisite Qualifications Required for the Full Performance Level:** In addition to the qualifications required at the entry level, applicants must have:

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience as a physical therapy assistant which involved the performance of physical therapy work and related duties under the direction of a Physical Therapist. Such work experience must have demonstrated the implementation of physical therapy care plans developed by a Physical Therapist, care and use of equipment, providing instruction in physical therapy procedures to patients and others; demonstrated knowledge of applicable hospital/facility/program policies and procedures; and the ability to assist in evaluative tests, use specialized physical therapy procedures, select and modify treatment techniques upon approval of the Physical Therapist, and participate with the Physical Therapist in developing the patient's treatment goals and objectives.

**Substitutions Allowed:** Completion of all requirements for a baccalaureate degree in physical therapy from a school of physical therapy approved at the time of their 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 agency recognized by the appropriate licensing agency of the State of Hawaii, indicating completion of an education program that has been determined to be equivalent to entry level Physical Therapist education in the United States, may be substituted for all of the education and work experience required for the entry and full performance level.

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

***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:** You 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 for the majority of the positions, residents of the State of Hawaii.

**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 a 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 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 LEAHI HOSPITAL; Human Resources Office 2<sup>ND</sup> Floor, 3675 Kilauea Avenue, Honolulu, HI 96816 or MALUHIA; Human Resources Office, 1027 Hala Drive, Honolulu, HI 96817. You can call (808) 733-8073 (Voice/TT), e-mail: [rbisnar@hhsc.org](mailto:rbisnar@hhsc.org), or visit our website at [www.hhsc.org](http://www.hhsc.org). Application hours are: 8:00am to 4:00 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:** If you do not agree with a decision made by the Employment Office as to your non-selection for a position, you must FIRST call and speak to the facility's Employment Officer or designee within 5 days from the date of your sent notice. If you do not agree with the response, you must submit a written request within the (10) days from the date of your sent notice to the Hawaii Health Systems Corporation's Corporate Office. 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, and 3. any additional information you want to submit to substantiate your request. If you do not submit your request within the ten-day deadline, no administrative review will be conducted.

**HAWAII HEALTH SYSTEMS CORPORATION MERIT APPEALS BOARD:** If you do not agree with the administrative review decision, you may file an appeal to the Hawaii Health Systems Corporation Merit Appeals Board, within 20 days from the date your notice was sent. Appeals must be submitted in writing to the Hawaii Health Systems Corporation Merit Appeals Board, 3675 Kilauea Avenue, Honolulu, HI 96816. If the Merit Appeals Board decides favorably on the appeal, the consideration of referred applicants or an applicant's job offer will not be affected.

**PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, HAWAII HEALTH SYSTEMS CORPORATION AT (808)733-7909 (TDD) TO DISCUSS SPECIAL NEEDS IN APPLYING.**