

**OAHU REGION**  
**LEAHI HOSPITAL/MALUHIA**  
**HAWAII HEALTH SYSTEMS CORPORATION**

3675 Kilauea Avenue v Honolulu, Hawaii 96816 v Telephone: (808) 733-8067 v FAX: (808) 733-9811

**VACANCY ANNOUNCEMENT**  
**CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET**

**DATE POSTED:** OCTOBER 22ND, 2024  
**JOB TITLE:** OCCUPATIONAL THERAPY ASSISTANT-FULL PERFORMANCE  
*(On call , No Benefits)*  
**RECRUITMENT NO:** OR 28 - 24  
**JOB LOCATION:** MALUHIA, KALIHU/KAPALAMA/PALAMA, HONOLULU, OAHU  
**SALARY RANGE:** \$33.45 hourly (HE-10)

**DUTIES:** This position works in the occupational therapy unit of a hospital or medical facility and is responsible for assisting an Occupational Therapist in the evaluation and treatment of patients referred for occupational therapy and in planning, coordinating, and implementing an ongoing therapeutic occupational therapy program. The position may be required to work on shifts, including evenings, and weekends and holidays. For certain positions, possession of a valid motor vehicle operator's license is required.

**\*The incumbent of this position may provide services at Leahi Hospital.**

**MINIMUM QUALIFICATION:**

**Prerequisite Qualifications Required for the Entry Level**

**Education and Essential Knowledge and Abilities:** Successful completion of an occupational therapy assistant education program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) which leads to a certificate or associate degree; which demonstrated knowledge of life skills from infancy through aging; medical terminology; anatomy and physiology; human growth and development; physical and psycho-social dysfunctional conditions; the role of occupational therapy in health care delivery; theories, methods, media, activities and adaptive equipment used in occupational therapy to develop, improve and/or restore the performance of necessary functions, compensate for dysfunction and/or minimize debilitation; interviewing techniques; structured occupational therapy tests and techniques; and the ability to read, write, speak, understand and communicate effectively with others in English; interview patients and others to obtain information on family history, self-care abilities, etc.; use occupational therapy techniques and tests to assess client's level of functioning in independent living skills and performance and in other areas; provide baseline data for patient program planning; apply standard sensorimotor and cognitive occupational therapy treatment components; identify the need for, design, construct and/or modify adaptive equipment and aids; inform others about patient's program/progress and instruct them in implementing supportive activities; work effectively with children, adults, aged; participate as a member of an interdisciplinary team; and learn applicable hospital/facility/program policies and procedures.

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

**Driver's License:** May require a valid State of Hawaii Type 3 Driver's License.

**CONTINUED ON PAGE 3**

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

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**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: [ohujobs@hhsc.org](mailto:ohujobs@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.

**Prerequisite Qualifications Required for the Full Performance Level**

In addition to the qualifications required at the entry level:

**Experience and Essential Knowledge and Abilities:** One (1) year of experience in working with patients in a hospital, facility, or program which involved occupational therapy assessment and treatment and provided the applicant with knowledge of and experience in the application of accepted methods of obtaining assessment data (through testing and observation) and reporting own baseline data in various assessment areas including independent living skills and performance; a broad range of standard therapeutic methods and techniques; applicable hospital/facility/program policies and procedures; the ability to modify standard treatment techniques and equipment in working with varied patients; apply purposeful activity to enhance independent living/daily living skills; prepare and maintain work setting, equipment and supplies; maintain records; explain services; participate in patient program planning; identify and discuss the need for and carry out evaluation/assessment procedures for patients in treatment; monitor client's progress in consultation with registered therapist; and provide input on discontinuation of services and/or referral to other services.

**Substitutions Allowed:** Completion of all requirements for a baccalaureate degree in occupational therapy from a school of occupational therapy accredited at the time of graduation, by the Accreditation Council for Occupational Therapy Education (ACOTE) including successful completion of the clinical affiliation requirements prescribed by the degree-awarding school and successful completion of the national certification examination for occupational therapists, may be substituted for all of the education and work experience required for the entry and full performance level.

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