**WEST KAUAI MEDICAL CENTER – MAHELONA MEDICAL CENTER**
**KAUAI VETERANS MEMORIAL HOSPITAL SAMUEL MAHELONA MEMORIAL HOSPITAL**
HUMAN RESOURCES KAUAI REGION P. O. BOX 337 WAIMEA, HI 96796

**03/15/2010**

# VACANCY ANNOUNCEMENT

**CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET**

ANTICIPATED VACANCY JUNE 1, 2010

**DATE POSTED**: 03/15/2010
**JOB TITLE:** PHYSICAL THERAPIST IV
**RECRUITMENT NO.**: KAUAI 006-10 (PERMANENT FULL TIME)
**JOB LOCATION:** KAUAI VETERANS MEMORIAL HOSPITAL, Waimea, Kauai, Hawaii
**SALARY RANGE:** $5802.00* (SR-22) per month
*Includes shortage differential of $2004 per month.

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

**FUNCTION:** The primary function of this position is to manage the daily operations of the Kauai Region Physical Therapy Services which includes all physical therapy procedures prescribed or referred; assuring that proper evaluation and testing summaries are provided.

Position requires travel on a regular basis to other facilities within the region.

**MINIMUM QUALIFICATION REQUIREMENTS**:

**Education:** Applicants for all levels must be graduates of schools 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 indicating completion of an 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 appropriate licensing agency of the State of Hawaii.

**License:** Applicants must possess a valid unrevoked license issued by the State of Hawaii to practice as a Physical Therapist.

**Experience and Essential Knowledge and Abilities:**
Two (2) years professional experience as a Physical Therapist under medical supervision. The experience must have equipped the applicant with a 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.
*Substitution of Education for Experience:* Possession of a master's degree in physical therapy from an accredited university may be substituted for one year of the required physical therapy experience which is comparable to levels II or III.

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| **Sensory: Must be able to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear both the conversational voice and recorded voice on tape or similar recording device, with or without a hearing aid, or the ability to compensate satisfactorily.** |
| **Coordination and Dexterity: Stooping, kneeling and crouching, reaching, handling and fingering supplies and data is required.** |
| **Strength and Stamina: Considerable demands for physical effort and the ability to life a maximum of fifty (50) pounds with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds, position and/or move patients** |
| **Mobility: Move freely throughout the work setting; and responds to emergency situations quickly.** |
| **Hazards: May be exposed to infectious diseases or hazardous substances. Exposure to magnetic/RF hazards on a daily basis.** |

**Personal Characteristics:** Patience, tact, an even temperament in meeting and dealing with others, and productive work habits.

**Cognitive requirements:** Substantial demands for simple reading and writing, memorization, judgment and decision-making. Moderate demands for complex reading, analyzing, perception/comprehension, and math and clerical skills. Minimal demands for complex writing.

**Certification Required**: Certification in Health Care Provider (adult, child and infant) and/or Health Saver Plus (adult) must obtained within six (6) months of employment.

**Desirable Qualifications:** Knowledge of multiple/differing cultures; oral and written communication skills; good observation skills and ability to recall and report/document a series of events accurately; positive attitude. Must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served. Knowledge of radiographic equipment, physics, safety, medical terminology, and department protocols.

**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 at the time of appointment will be required to become a Hawaii resident within a reasonable time from hire.

**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.

**HOW TO APPLY:** Applications are available at the **Kauai Veterans Memorial Hospital;** Human Resources Office, 4643 Waimea Canyon Dr.; Waimea, HI 96796 and at **Samuel Mahelona Memorial Hospital**, Human Resources Office, 4800 Kawaihau Rd, Kapaa, HI 96746. You can call (808) 338-9426, e-mail: kauaijobs@hhsc.org or visit our website at www.kvmh.hhsc.org . Application hours are: M-F 7:30 a.m. to 4:00 p.m., excluding holidays,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.