



Hawaii Health Systems Corporation—Maui Region

Kula
HOSPITAL
100 Keokea Highway
Kula, HI 96790

Maui Memorial
MEDICAL CENTER
221 Mahalani Street
Wailuku, HI 96793

Lanai
COMMUNITY HOSPITAL
P.O. Box 630650
Lanai City, HI 96763

VACANCY ANNOUNCEMENT

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 04/09/08; 07/01/08, 01/01/09
JOB TITLE: OCCUPATIONAL THERAPY ASSISTANT ENTRY & FULL PERFORMANCE
RECRUITMENT NO.: MMMC 0822 (ENTRY)
MMMC 0823 (FULL PERFORMANCE)
JOB LOCATION: MAUI MEMORIAL MEDICAL CENTER, WAILUKU, MAUI
SALARY RANGE: \$3,104 PER MONTH (HE-08) EL; \$3,534 PER MONTH (HE-10) Includes a shortage of \$187 per month (FP)

Function and Location: This position works in the Occupational Therapy unit of a hospital or medical facility and is responsible for assisting and 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 shifts, including evenings, and weekends and holidays. For certain positions, possession of a valid motor vehicle operator's license is required.

MINIMUM QUALIFICATION REQUIREMENTS: To qualify, you must meet all of the following requirements. Please note that unless specifically indicated, the required education and experience are credited based on a 40-hour workweek.

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 completion of the National Board of Certification in Occupational Therapy (NBCOT) certification examination for occupational therapy assistants which demonstrated knowledge of life skills from infancy through aging; medical 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 test 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; and participate as a member of an interdisciplinary team; and learn applicable hospital/facility/program policies and procedures.

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, MAUI MEMORIAL MEDICAL CENTER AT (808) 242-2251 TO DISCUSS SPECIAL NEEDS IN APPLYING.

OCCUPATIONAL THERAPY ASSISTANT ENTRY & FULL PERFORMANCE (CONTINUED)

Certification Required:

1. Successful completion of the National Board for Certification in Occupational Therapy (NBCOT) certification examination for occupational therapy assistants.
2. Certification in Health Care Provider (adult, child and infant) and/or Health Saver Plus (adult) must be obtained within six (6) months of employment.

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 various 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 work experience and education requirements.

REQUIRED FORMS AND DOCUMENTATION: You must complete the following forms and documentation **together with your application** or your application may be rejected.

1. Evidence of the appropriate training (e.g., official transcript, diploma and certificate) to be given credit for education. A legible photocopy will be accepted; however the Hawaii Health Systems Corporation reserves the right to request an official copy.

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 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.

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. 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 **Maui Memorial Medical Center;** Human Resources Office, 285 Mahalani St. Apt #22 Wailuku, HI 96793. **Mailing Address:** 221 Mahalani St. Wailuku, HI 96793. You can call (808) 242-2251, e-mail: mmmcjobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: M-F 7:45 a.m. to 4:30 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 filed 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-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.