



GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÁT ESPETÁT MIMURIÁT GUÅHÅN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913

Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



AREA OF CONSIDERATION – OPEN COMPETITIVE

TO ESTABLISH A LIST FOR THE POSITION OF **HOSPITAL OCCUPATIONAL THERAPIST II**

OPEN: November 01, 2023

CLOSING DATE: CONTINUOUS

ANN. NO.: 24-43

GENERAL PAY PLAN

OPEN: M-01 \$49,731.00 P/A to M-10 \$68,269.00 P/A
PROMOTION: M-01 \$49,731.00 P/A to M-18 \$87,650.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

- A) Two (2) years of professional experience as an occupational therapist and graduation from a recognized college or university with an Bachelor's degree or certificate in Occupational Therapy from the United States or from a foreign program recognized by the National Board for Certification in Occupational Therapy (NBCOT); or
- B) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of current certification as an occupational therapist with the American Occupational Therapy Association (AOTA) or the National Board for Certification in Occupational Therapy (NBCOT); and

Possession of a current license in Occupational Therapy with the Guam Board of Allied Health Examiners.

Possession of a current certification in Basic Life Support (BLS) –from the American Heart Association (AHA).

NATURE OF WORK:

This is complex professional occupational therapy work in the hospital.

Employees in this class perform the full range of hospital occupational therapy work. Employees lead and guide the work of lower level professional and sub-professional staff.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Independently plans and administers the full range of occupational therapy evaluation and testing procedures and treatment modalities for all hospital inpatients and outpatients. Reviews physician's diagnosis and referral orders; plans and administers the proper therapy which includes extensive hospital rehabilitation programs and psychiatric supportive programs at all levels. Sets up and applies progressive schedules of treatment for individual cases, ranging from pediatric level to geriatric levels. Observes and reports unusual patient reactions to the charge nurse or attending physician. Explain types of treatment and probable reactions to the patients and/or their families. Keeps professional and technical records on clinic and ward activities and makes reports thereof. Documents all pertinent information into patient's hospital medical records. Attends all team conferences related to direct patient care, medical committee meetings, grand rounds, and department meetings. Instructs volunteers and occupational therapy assistants in routine crafts, treatment methods and precautions. Supervises sub-professional therapy workers and gives guidance to lower level occupational therapists. Plans and coordinates program activities for the psychiatric unit of the hospital at all levels. Maintains hospital quality assurance plans and evaluation of services on a concurrent basis. Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the principles, procedures and techniques of professional occupational therapy.
- Knowledge of the pathology of physical and mental illnesses, psychology, human anatomy, kinesiology, physiology, and related sciences relevant to occupational therapy work.
- Knowledge of the technical procedures and modalities used in the treatment of all types of occupational disabilities.

- Knowledge of the operation and care of occupational therapy equipment.
- Ability to lead the work of others.
- Ability to make work decisions in accordance with program guidelines.
- Ability to set up treatment schedule and detect when therapy should be changed or discontinued.
- Ability to demonstrate techniques and teach objectives of occupational therapy.
- Ability to inspire confidence and motivate patients to carry out treatment.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to keep records and prepare reports, and maintain on-going quality assurance plans and audits.

EXAMINATION REQUIREMENTS: A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, effective September 30, 2008, all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job.

CMS OMNIBUS COVID-19 HEALTHCARE STAFF VACCINATION REQUIREMENT: Pursuant to CMS regulation, all eligible staff, both current and new, working at either the acute hospital or the Skilled Nursing Facility, are required to be fully vaccinated against COVID-19. The CMS mandate applies to all eligible staff working at almost all CMS-certified facilities that participate in the Medicare and Medicaid programs. This includes facility employees, licensed practitioners, students, trainees, vendors, contractors and volunteers. Additionally, this includes individuals who provide care, treatment, or other services for the facility and/or its patients under contract or other arrangements, even at a third party location.

DRUG SCREENING AND PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION: All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment. All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical examination and COVID screening and show proof of COVID vaccination.

PRIMARY SOURCE VERIFICATION: Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of resident.

AREA OF CONSIDERATION AND INTERVIEW PROCESS: A personal interview, interview by telephone or video conferencing will be held by the appointing authority or his designee for eligible candidates referred via certification. Certification for interviews are prepared from valid eligibility listings in accordance with the area of consideration or examination and in the following order if available: 1) Departmental; 2) Government-wide; and 3) Open Competitive. Candidates will be contacted accordingly during active recruitment when their names are reached on the appropriate list.


Important Note: Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for notifying the Human Resources Office of any changes in contact information to include email and mailing addresses.

IMPORTANT INFORMATION: Public Law 99-603 (8USC, Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

WHERE TO APPLY: Applicants must submit the "Guam Memorial Hospital Authority – Employment Application" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday or via email to human.resources@gmha.org. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call (671) 647-2409/2171 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

APPROVED:


LILLIAN Q. PEREZ-POSADAS, MN, RN
Hospital Administrator/CEO

CP.