



GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÅT ESPETÅT MIMURIÅT 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

CHIEF OF REHABILITATIVE SERVICES

OPEN: April 11, 2025

CLOSING DATE: CONTINUOUS

ANN. NO.: 25-47

GENERAL PAY PLAN

OPEN: R-01 \$80,061.00 P/A to R-10 \$109,907.00 P/A

PROMOTION: R-01 \$80,061.00 P/A to R-18 \$141,108.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

- A) Five (5) years of progressively responsible professional experience as a rehabilitative therapist, including one year in a managerial capacity, and graduation from a recognized college or university with a Bachelor's degree in a Physical Therapy, Occupational Therapy, Speech Language or Recreational Therapy, as accredited by the American Medical Association or other recognized educational association; 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 a current valid license to practice Physical Therapy, Speech-Language Pathology, or Occupational Therapy from the Guam Board of Allied Health Examiners, Commission on Licensure to practice Healing Arts; and

Membership with either the American Physical Therapy Association, the American Occupational Therapy Association, or the American Speech and Hearing Association; and

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

NATURE OF WORK:

This is professional managerial rehabilitative services work involving responsibility for planning, administering, organizing, coordinating, reviewing and directing the Rehabilitative Services Department inclusive of Physical Therapy, Occupational Therapy, Speech Therapy and Recreational Therapy for the hospital.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans, organizes, coordinates, direct and reviews all activities of Rehabilitative Services to maintain the overall quality and quantity of services provided. Establishes, maintains, and update policies and procedures in compliance with regulatory standards of Joint Commission of Accreditation of Healthcare Organizations (JCAHO), Health Care Financing Administration (HCFA), and pertinent local laws. Prepares, maintains and monitors the quality improvement program of Rehabilitative Services. Prepares short and long range plans for Rehabilitative Services. Applies, enforces and monitors safety and Infection Control Standards. Determines qualifications and competence of rehabilitative services personnel; recommends sufficient number of qualified and competent therapist to provide patient care/services. Evaluates the performance of subordinates; and develops and maintains effective relationships with staff to promote team effort. Coordinates Rehabilitative Services to meet community needs. Reads technical literature and keeps abreast of developments in Rehabilitative Services. Provides in-service training to rehabilitative services personnel. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the overall requirements of rehabilitation fields (e.g. Physical Therapy, Occupational Therapy, Recreational Therapy, Speech Therapy) and rehabilitation personnel for effectively providing Rehabilitative Services in a hospital.
- Knowledge of local laws and other regulatory standards including, but not limited to civil service rules and regulations, Occupational Safety and Health Administration (OSHA) requirement, Joint Commission of Accreditation of Healthcare Organizations (JCAHO) and Health Care Financing Administration (HCFA) requirements.

- Knowledge of the principles and theories and procedures of Rehabilitative Services Program.
- Knowledge of the standards, policies and procedures of quality improvement, safety, and infection control precautions established by the appropriate authorities.
- Knowledge of the hospital fire and safety policies and procedures as contained in the safety and disaster Manual.
- Ability to direct and perform complex administrative and supervisory functions.
- Ability to combine ethical judgement with technical skills within policy and legal guidelines in the function of the Rehabilitative Services Department.
- Ability to operate various equipment within the Rehabilitative Services Department.
- Ability to make decisions in accordance with program guidelines.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.

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.

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.

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 residence.

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 5:00 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