**DEPARTMENT OF EDUCATION**
***HUMAN RESOURCES DIVISION***
**501 Mariner Avenue**
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**JUDITH T. WON PAT, Ed.D.**
**Superintendent of Education**

**KATHERINE M.P. ADA**
**Personnel Services Administrator**

**OPEN COMPETITIVE JOB ANNOUNCEMENT**

To establish a list for the position of

# OCCUPATIONAL THERAPIST I (8.322)

**ANNOUNCEMENT NO. HRD-064-2026**
**Open:** June 16, 2026 **Close:** June 29, 2026

**2023 GENERAL PAY PLAN (GPP)**
OPEN: L-1; $45,262.00 per annum – L-10; $62,136.00per annum
PROMOTION: L-1; $45,262.00 per annum – L-18; $79,755.00 per annum

Employment: Probational/Permanent Appointment
Location: **Special Education**
Funding: Federal

*We are an Equal Opportunity Employer*

## MINIMUM EXPERIENCE AND TRAINING:

Graduation from an accredited college or university with a Bachelor's degree in occupational therapy.

## NECESSARY SPECIAL EDUCATION:

Registered or eligibility for a reregistration as an Occupational Therapist by the American Occupational Therapy Association.

## MINIMUM 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, "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 high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job."

**NOTE:** To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification.

## NATURE OF WORK IN THIS CLASS:

This is a moderately complex professional occupational therapy work.

Employees in this class perform routine professional occupational therapy duties independently after initial training and participate in the full range of complex professional duties under closer supervision.

**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).*

Conducts and participates in the planning occupational therapy program to rehabilitate patients who are physically or mentally ill.

Utilizes creative and manual arts, recreational, educational, and social activities, prevocational evaluations and training in every day activities, such as personal care and homemaking.

Consults with other members of rehabilitation team to coordinate therapeutic activities for individual patients.

Interprets patient reactions and evaluates present and potential activity for self-help, and recommends program changes to reach predetermined goals.

Instructs patients, relatives, and other personnel in techniques of treatment and activities necessary for continued care.

Maintains patient records, including description of treatment and evaluation of progress and prepares reports as required.

Participates in staff conferences, clinics, preparation of patient care plans, and in service training.

Maintains tools and equipment in good working condition.

Requests supplies and equipment according to established procedures.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of the principles, practices, materials and equipment of occupational therapy.

Knowledge of anatomy and physiology.

Ability to apply principles of occupational therapy to work situations.

Ability to inspire confidence and motivate patients to carry out treatment.

Ability to work effectively with the public and employees.

Ability to communicate effective, orally and in writing.

Ability to keep records and prepare reports.

**EMPLOYMENT BENEFITS:**
This is a permanent, full-time position with the Division of Special Education.. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status & protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay period per year.

**APPLICATION SUBMISSION AND DEADLINE:**
Employment applications may be obtained from our website **https://www.gdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html** or in office, located at Building-B, 501 Mariner Avenue, Barrigada. Interested applicants must submit a completed "Employment Application" form to the DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline. Applications with supporting documents will be accepted up until **Monday, June 29, 2026** at the Human Resources Division Office (or via email) between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time, Monday through Friday, except holidays. Please note that there are two types of DOE job applications - one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

**FAIR CHANCES HIRING PROCESS ACT (FCHPA):**
This is an **EXEMPT** position. Please complete an FCHPA Exempt Position Job Application. For exempt positions, employers are exempt from following the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. Under this job announcement you are requested to submit a police and court clearance report and to answer questions regarding any criminal convictions at the time of application in order to expedite the hiring process. Convictions, dismissals from employment, dishonorable separations from military service, or other conditions do not necessarily mean automatic disqualification. In determining employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirements of the position to be filled as well as final review and approval from the Superintendent.

FOR ADDITIONAL INFORMATION: Please refer to the Employment Application General Instructions and Important Information Sheet. You may contact us at 671-475-0496 or via email **humanresources@gdoe.net**

**KATHERINE M.P. ADA,**
**Personnel Services Administrator**

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