

GENERAL DESCRIPTION OF CLASS

The REHABILITATION THERAPY SUPERVISOR supervises staff engaged in providing rehabilitation therapy or recreation, canteen, and other patient services in a program or distinct area within a hospital. The Rehabilitation Therapy Supervisor also provides direct patient services. All positions in this class supervise and are excluded from collective bargaining.

DISTINGUISHING FEATURES

This is the first level of a two-level series. This class is distinguished from the higher level by the absence of responsibility and accountability for the planning and management of a total rehabilitation therapy services program within a State agency.

DUTIES AND RESPONSIBILITIES

Employees in this class provide services and supervise a specialized therapy unit that is part of a multiservice therapy program within a hospital or mental health institution. The rehabilitation therapy services are goal oriented and directed toward rehabilitation and modification of specific physical, emotional, mental, or social behaviors of patients with physical and/or mental disabilities.

- 1. Supervision.** Typical tasks: plans, assigns, and reviews work of assigned staff; adjusts work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads; evaluates employee performance; prepares performance appraisals; assesses training needs of staff; arranges for or provides appropriate instruction; provides initial orientation to new employees; reviews applicants' credentials, participates in the interview process; hires or effectively recommends hiring of staff; resolves personnel problems, complaints, and formal grievances at the first level; disciplines and rewards employees; counsels employees in work-related activities, personal growth, and career development.
- 2. Program Administration.** Typical tasks: maintains inventory of nonexpendable equipment and supplies; orders equipment and supplies; maintains related records and prepares departmental summaries of services; directs and trains volunteers and students working in rehabilitative therapy; assures maintenance of facilities and equipment; assures that services are provided in a safe manner; assures that services meet State and Federal regulations, accrediting standards, and identified patient needs.
- 3. Patient Assessments.** Typical tasks: gathers information on needs, interests, life experiences, deficiencies, and recreational background of residents/patients to provide an initial and comprehensive assessment; selects appropriate treatment services; observes resident's adjustment, behavior, and interaction with peers to assess needs of resident in relationship to group activity development; assesses resident/patient skills, proficiencies, and knowledge level of program resources, (e.g., music, art, leisure activities) to establish appropriate participation level; measures current functioning needs, skills, and limitations to assign appropriate treatment program.
- 4. Program Design.** Typical tasks: designs and develops individual treatment programs which address patient/resident functional needs; writes individual behavioral objectives for resident/patient which

define behavioral change sought; provides treatment services with opportunity to modify behavior; conducts treatment programs to improve functional skills while providing opportunities for social interaction, cooperation, and trust; uses art, music and/or physical activities to provide positive life experiences, opportunities for self-expression, and nonverbal communication; develops recreational treatment plans or utilizes existing plans for community integration which develop and reinforce appropriate behaviors.

5.Documentation. Typical tasks: develops and maintains documentation strategies and methods which record residents' progress in the program; documents functioning level in the program through written observations; contributes notes of observation and chart information on treatment team discussions to aid in assessing patients' progress; monitors treatment plan and maintains data on patient's progress in accordance with rehabilitation therapy standards.

RELATIONSHIPS WITH OTHERS

Employees in this class may have in-person contact with mentally ill, mentally retarded, and/or criminally court committed residents to provide services. There is ongoing occasional collaborative contact in person and in writing with care provider's parents and surrogate parents to exchange information on resident behavior, progress, and treatment and to serve on the interdisciplinary planning and evaluation teams. There is occasional contact in person with volunteers and students who need direction and training in program activities.

SUPERVISION RECEIVED

Employees in this class work under general supervision of a therapy manager who reviews work for quality and achievement of treatment goals through weekly meetings and informally through daily discussions with employee. Employees in this class are responsible for assuring that work is performed in compliance with State and Federal regulations, national standards of practice, The Joint Commission on Accreditation of Health Care Organizations, The Health Care Financing Administration, Administrative Rules, internal management directions, and personnel rules and policies are used to develop or revise policies and procedures and to supervise staff.

SUPERVISION EXERCISED

Employees in this class provide direct supervision to rehabilitation therapists, recreation specialists, and therapy and service providers. The staff works under general supervision. Therapy activities are reviewed on a weekly basis for conformance to professional standards of practice and regulations for quality of services provided.

GENERAL INFORMATION

Positions are primarily found in mental health institutions, Department of Corrections' facilities, or hospitals. They require the willingness to work in the environment associated with the position's location and purpose. This may include the willingness to work with incarcerated felons, juveniles with behavior problems, mentally ill, mentally handicapped, and/or the physically limited.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of specific treatment interventions to improve physical, cognitive, and social affective functioning.

General knowledge of treatment methods of rehabilitation therapies in therapeutic recreation, art, or music.

General knowledge of community and professional resources available.

Basic knowledge of human development and developmental disorders to apply appropriate therapies.

Basic knowledge of potential hazards to patients during treatment and necessary precautionary remedial measures.

Skill in assessing resident/patient needs for rehabilitation therapies.

Skill in writing treatment plans using behavioral objectives.

Skill in developing and recording data to measure resident progress.

Skill in exercising group and individual leadership techniques.

Skill in communicating through writing.

Skill in communicating verbally with people in differing socioeconomic backgrounds.

Skill in instructing others (volunteers, patients, students, and new staff members).

Skill in comprehensive program design.

Skill in maintaining effective working relationships with staff involved in the care and treatment of residents or patients.

Skill in motivating and sustaining patients' and/or residents' interest.

Ability to supervise (e.g., hire, train, assign, and review work, motivate, prepare performance evaluations, and handle disciplinary actions.)

Ability to learn the maintenance inventory of supplies and equipment.

Ability to monitor and make recommendations for a budget.

Ability to review and revise department policies and procedures.

Ability to keep current on and incorporate new developments in the field.

Ability to establish priorities and work independently.

Some positions in this class may require one or more of the following:

Ability to obtain certification or registration as an Art Therapist, Music Therapist, or Therapeutic Recreation Specialist.

Ability to obtain a chauffeur's license, advanced lifesaving certificate, and/or CPR certificate.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.