

**GENERAL DESCRIPTION OF CLASS**

The REHABILITATION THERAPY PROGRAM MANAGER plans and administers a comprehensive rehabilitation therapy program in Music Therapy, Art Therapy, and Therapeutic Recreation and/or a general recreation program. These specialized treatment services are goal oriented and directed toward rehabilitation and modification of specific physical, emotional, mental, or social behaviors. All positions in this class supervise and are excluded from collective bargaining.

**DISTINGUISHING FEATURES**

This is the second level of a two-level series. This class is distinguished from the lower level by the responsibility for comprehensive program development, staffing, budget estimates, and coordination of rehabilitation services within the organization and direction of a total rehabilitation services program within a State agency. A considerable degree of independent judgment is required in the establishment and maintenance of procedures and professional standards of performance in making decisions on administrative and treatment problems.

**DUTIES AND RESPONSIBILITIES**

- 1. Program Administration.** Typical tasks: develops, promotes, evaluates, and interprets rehabilitation therapy services and programs; develops rehabilitation services, department policies, and procedures; assumes primary responsibility for fiscal management by estimating staff, equipment, and supplies needed and preparing the department budget; may assist in writing grants and funding proposal applications; conducts ongoing program review; updates treatment methods as needed to maintain quality of care; insures that the rehabilitation therapy services are in compliance with accreditation and professional standards of practice; works with appropriate personnel to resolve interdepartmental conflicts and problems; acts as a liaison between rehabilitation services, other departments, and/or community services to coordinate patient care; monitors and evaluates services, programs, facilities, documentation, staff, and budget needs; conducts periodic comprehensive program evaluation; coordinates research in the area of rehabilitation services; meets Joint Commission on Accreditation of Health Care Organizations (JCAHO) and Health Care Financing Administration (HCFA) standards within resources available and position authority.
- 2. 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, and 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.
- 3. Training.** Typical tasks: plans internship training programs for rehabilitation therapy students; trains, supervises and evaluates interns according to professional standards of practice; prepares reports of training provided and evaluation to students' schools; plans, develops, and provides in-service education and orientation to hospital staff.

**SUPERVISION RECEIVED**

Employees in this class work under general supervision of an administrative superior who reviews work for quality and program effectiveness through weekly meetings and conferences. Employees in this class are responsible for the establishment and maintenance of professional standards of performance that are in compliance with the National Therapeutic Recreation Society, National Association of Music Therapy, American Art Therapy Association Standards of Practice, JCAHO and HCFA standards. Administrative rules, internal management directives, and personnel rules and policies are used in day-to-day administration of the rehabilitation therapy program.

**SUPERVISION EXERCISED**

Employees in this class provide direct supervision of up to approximately 20 rehabilitation therapists (in some work areas this supervision is accomplished through subordinate supervisors). Employees are reviewed through weekly meetings, reports, quality assurance activities, review of problem areas, and observation of patient progress.

## **KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

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

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

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

Basic knowledge of anatomy, physiology, physical, and psychological pathology in human development.

Skill in supervision (e.g., hire, train, assign and review work, motivate, prepare performance evaluations, and handle disciplinary actions).

Skill in applying the techniques, principles, and practices of rehabilitation therapy.

Skill in communicating (both verbally and in writing) with professional members of the treatment team and other health care staff.

Skill in demonstrating and teaching techniques of rehabilitation therapy.

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

Skill in designing therapy goals to fit particular disorders.

Skill in providing rehabilitation therapy services

Skill in documenting treatment responses in patients' records.

Ability to plan and administer a comprehensive rehabilitation therapy program.

Ability to develop rehabilitation department policies and procedures.

Ability to project and justify budget needs and requests.

Ability to plan training programs and provide training to rehabilitation therapy students and interns.

Ability to act as a liaison to other departments in agency to coordinate patient care.

Ability to learn management principles (planning, organizing, staffing, directing, controlling).

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

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

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

**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.