

Class Specifications
for the Class:REHABILITATION SERVICES MANAGER
SR-26; BU:13Distinguishing Characteristics:

This class is responsible for developing and managing rehabilitation programs and nursing restorative programs for the caring of patients. These programs include physical therapy, occupational therapy and speech therapy services to ensure a successful transition.

Examples of Duties:

Plans, organizes, controls, directs, and coordinates the programs for the Physical Therapy, Speech Therapy and Occupational Therapy units; evaluates and; provides administrative/technical supervision; develops and monitors procedural processes and communication systems that will enhance the rehabilitation of patients and accurately assess patients; establishes rehabilitation program policies, procedures and guidelines for the achievement of goals and objectives; monitors and evaluates the effectiveness of the programs and recommends modifications and expansion of the program coverage as needed; evaluates the work and provides training for subordinate staff; assures conformance with rules, policies, procedures and standards; and integrates the rehabilitation services with the rest of the facility.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of Physical Therapy, Speech Therapy and Occupational Therapy rehabilitation programs and rules and regulations pertaining to rehabilitation services and Medicare reimbursements.

Ability to: Manage and coordinate rehabilitation services in the care of residents to include Physical Therapy, Speech Therapy and Occupational Therapy; plan, assign, instruct and evaluate the work of others; explain the rehabilitation program to resident's families; prepare reports; establish and maintain effective working relationships with residents, fellow workers, and representatives of other agencies; and participate in program evaluation and development activities.

This is the first class specifications for the class REHABILITATION SERVICES
MANAGER.

APPROVED: November 21, 2003

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