

REHABILITATION SERVICES DIRECTOR

Work in this class involves planning and directing a comprehensive multi-faceted program of rehabilitation services for a large mental health or mental retardation institution. Employees are responsible for administrative supervision of several discipline components such as recreation therapy, occupational therapy, music therapy, industrial therapy, and other related services. Employees may provide quality control and consultation to other specialty units within the institution. Work may include other related assignments as determined by appropriate management. Employees report to the institutional Director of Programs.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees participate in long-range planning and review of policy decisions for the institution as they relate to rehabilitation services. Assessment of needs of the population being served is gathered through contact with program staff and other administrative personnel. Decisions for program alternatives are formalized through written reports and presented to staff for implementation which may involve organizational change, policy and procedural change, or a change in services. Due to the large and diverse program areas covered by rehabilitation services, employees are usually on standards or quality control committees to ensure that the institutions' long range objectives for clinical requirements are met.

Organizing and Directing - Employees directly supervise the respective discipline managers to ensure that programs are meeting the rehabilitation services needs for the institution. Employees are responsible for reorganizing or reassigning staff to meet the particular service demands as populations or programs change.

Budgeting - Employees are responsible for developing a budget based upon needs determination and managing the budget for the rehabilitative services department. Employees are responsible for operating within the institution and state established budget policies and procedures.

Training - Employees evaluate needs for staff training and plan inservice training meetings. Supervisors plan additional training activities for their specific divisions.

Setting Work Standards - Employees establish policies, procedures and standards to comply with institutional certification requirements based on input from the discipline supervisors.

Reviewing Work - Work of staff is reviewed as problems or situations present themselves or as indicated by regular systematic contact. Employees review quarterly reports to assess the performance of the work units as a whole.

Counseling and Disciplining - Employees are responsible for assisting first line supervisors in disciplinary actions, complaints or grievances. Employees, as department heads, handle formal and final actions on individual disciplinary cases. These may be reviewed with higher-level program managers; however, decisions are normally made by these employees.

Performing Other Personnel Functions - Employees are active in all personnel functions such as recruiting for staff, reviewing employee evaluations, ensuring that recommendations for salary adjustments have appropriate justification, reviewing promotional recommendations, and carrying out appropriate actions concerning suspension or dismissal actions.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is constantly affected by changes in the population, organizational structure, and needs of individual patients served. As accreditation and quality assurance standards change, employees must constantly review both administrative and programmatic issues to provide appropriate direction to the staff in the delivery of rehabilitation services.

Variety, of Work Supervised - Employees are administratively responsible for all professional and non-professional staff assigned to the program areas in the rehabilitation department, which typically reflect at least four different disciplines, some of which are more technical or medical in nature than others.

Number of Employees Responsible for - Staff size ranges from 30-60.

III. EXTENT OF SUPERVISION RECEIVED: Work is performed independently with occasional review by the institution's director of programs for adherence to institution and state program or administrative rules and procedures. Meetings with the supervisor will usually be on a scheduled basis to review administrative issues. Instructions are general and usually set in broad parameters.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Staff may be required to work some evenings and weekends. The number of full-time staff remains basically stable. Staff may be working in various parts of the institution.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the principles, techniques, methods, trends, and issues of recreational, occupational, music, and industrial therapy and their relationship to other health care services in a psychiatric setting. Thorough knowledge of the characteristics and etiology of illnesses and disabilities and their implications for the design, implementation, adaptation, and evaluation of rehabilitation services. Considerable knowledge of the hospital's organization, administrative practices, goals, policies, and procedures. Knowledge of basic administrative and supervisory principles, practices, and procedures. Ability to make analytical observations to assess trends and determine alternative approaches for change or modification of program, practices, and policies. Ability to organize, plan, schedule, and direct a multi-faceted program and the work of a large staff. Ability to establish rapport and work effectively with the hospital management team, department heads, hospital staff, patients, and family members, community agencies, and the general public.

Minimum Education and Experience - Bachelor's degree in therapeutic recreation, occupational therapy, or music therapy from an appropriately accredited institution and five years of experience in the specific therapeutic area, two of which must have been in a supervisory capacity; or a master's degree in therapeutic recreation, occupational therapy, or music therapy from an appropriately accredited institution and four years of experience in the specific therapeutic area, two of which must have been in a supervisory capacity; or an equivalent combination of education and experience.