

ORANGE COUNTY CLASS SPECIFICATION

TITLE: REHABILITATION THERAPIES COORDINATOR **GRADE:** 17

TITLE ABBREVIATION: REHAB THER COOR **TITLE NO.:** 6553

JURIS.CL: C **SALARY CODE:** 08 **UNIT:** **EEO CODE:** PR **FLSA CODE:** AD(1)

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:**

SUPERVISOR'S TITLE: DEPUTY COMMISSIONER OF RESIDENTIAL HEALTH CARE SVCS.

DISTINGUISHING FEATURES OF THE CLASS: The work will be performed by a registered Physical or Occupational Therapist and involves responsibility for overall coordination of physical, occupational and speech and respiratory therapies in the Department of Residential Health Care Services. Areas of responsibility include supervision, scheduling and training of therapy staff in field of expertise; supervision of resident care including assessments, treatments and chart documentation; complete documentation of services rendered to residents in order to maximize reimbursements; preparation and monitoring of the departmental budget. The Rehabilitation Therapies Coordinator is responsible for ensuring the delivery of therapy services which improve the quality of life for residents while complying with the constraints of all applicable regulatory agencies. Work is performed under the general supervision of the Deputy Commissioner in accordance with Federal, State and local codes, regulations and policies. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Coordinates the day to day activities of therapy staff to insure the most efficient delivery of the highest quality resident care;
2. Documents all services rendered to residents on all appropriate charts, forms and reports to insure maximum reimbursement to the facility;
3. Performs resident evaluations for the Physical or Occupational Therapy department in order to determine the need for therapy treatments;
4. Develops and manages the annual budget for the therapy departments to insure staff and resources are adequate to meet resident care needs;
5. Insures that all therapy staff receive inservice and other training necessary to provide quality care to residents;
6. Institutes quality assurance programs that reflect the productivity of the therapies;
7. Develops and revises policies and procedures for the therapies which comply with federal and state code regulations to insure good quality of life care;

8. Determines which treatments in area of expertise will maximize the full potential of functioning for the resident and improve ADL skills;
9. Supervises, directs the preparation and maintenance of, and contributes data to resident and department records, including but not limited to Comprehensive Care Plans, Minimum Data Set Plus and Patient Review Instruments in accordance with accepted standards and practices to insure the highest quality patient care and to maximize reimbursements to the Facility;
10. Ensures contracts for respiratory care are fully executed in a timely fashion and that satisfactory services are provided.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the principals, methods, materials and equipment used in physical or occupational therapy; thorough knowledge of sources of current trends and developments in the field of physical or occupational therapy and the ability to adopt new methods; thorough knowledge of anatomy and physiology as they relate to physical or occupational therapy; good knowledge of the Federal and State reimbursement structures and methods used to maximize such reimbursements; good knowledge of treatment documentation requirements; working knowledge of the principals and practices of physical, occupational therapy and speech therapy; ability to readily understand and implement complex rules, regulations and policies; ability to plan and direct the work of others; ability to understand, interpret and adapt a physician's written or oral direction regarding physical or occupational therapy for patients; ability to gain confidence and cooperation of patients; ability to prepare and maintain accurate records and reports; ability to work with a chronically ill, mainly geriatric, population; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in physical or occupational therapy and two (2) years of experience as a Physical or Occupational Therapist in a long term care setting, one (1) year of which must have been in a position supervising the work of certified, licensed or registered physical or occupational therapy personnel; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in physical or occupational therapy and four (4) years of experience as defined in (A) above, two (2) of which must have been in a position supervising the work of certified, licensed or registered physical or occupational therapy personnel.

SPECIAL REQUIREMENT: Must possess and maintain a valid registration issued by the State of New York to practice Physical or Occupational Therapy.

ADOPTED: 3/29/95 kmg
REVISED: 7/20/95 kmg
REVISED: 3/6/96 kmg
REVISED: 4/7/97 kmg
REVISED: 10/21/97 kmg