

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

Position Title	Rehabilitation Services Manager	Grade	
Department	Rehabilitation Services	Exempt	<b>X</b>

Immediate Supervisor	CCO	Non-exempt	
Supervisor next in line	CEO	Workweek	<b>40</b>

**POSITION SUMMARY**

Plans, administers, and directs operation of health rehabilitation programs, such as physical, occupational, recreational, and speech therapies: Consults with medical and professional staff of other departments and personnel from associated health care fields to plan and coordinate joint patient and management objectives. Conducts staff conferences and plans training programs to maintain proficiency of staff in therapy techniques and use of new methods and equipment to meet patients' needs. Allocates personnel on basis of work load, space, and equipment available. Analyzes operating costs and prepares department budget. Recommends patient fees for therapy based on use of equipment and therapy staff. May coordinate research projects to develop new approaches to rehabilitative therapy. May serve as rehabilitative therapy consultant to employers, educational institutions, and community organizations. Maintains performance improvement activities within the department and participates in QI/QA activities. Maintains efficient and effective department operation while requiring compliance with all state, federal and local regulatory laws, standards and protocols.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

**Minimum Education, Experience, Licensure, Certification required:**

Bachelor's in Occupational Therapy, Physical Therapy, or Speech Pathology or related field. Montana License/certification held in a related rehabilitation field. Eight (8) years clinical experience. Three (3) years prior supervisory experience. BLS Certified, Valid driver's license

**ESSENTIAL FUNCTIONS/DUTIES:**

(Must be able to perform with or without accommodation)

- 1 Supports and demonstrates Central Montana Medical Center's Vision, Mission and Values Statements.
- 2 Responsible for overall operation of Rehabilitation Services Department.
- 3 Maintains documentation and meets requirements for Quality Assurance/Improvement.
- 4 Completes employee evaluations on time, offers guidance for professional growth when/where appropriate.
- 5 Develops and demonstrates effective communication tools to disseminate information and to interact with department's and organization's staff.
- 6 Participates in meetings and events as required or requested.
- 7 Completes required productivity reports in a timely manner.
- 8 Responsible for direction of the Rehabilitation Services Department staff. Supports and empowers staff to embrace the mission, vision and value statements of the organization.
- 9 Ability to observe and evaluate treatment effect, recommends change to physician if needed.
- 10 Treat patient within established therapy guidelines.
- 11 Keep appropriate documentation records (daily logs, progress notes, discharge notes etc.)

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12	Maintains established departmental policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards.
13	Supervise occupational therapists, COTA - therapist assistants, physical therapist, PTA, speech language pathologist, secretarial and other support staff and allied health practitioners as required for the department.
14	Maintain open lines of communication within department, between departments and with the physicians.
15	Conducts internal training programs for medical and nursing staff on rehabilitative techniques and objectives.
16	Consults with physicians and appropriate medical staff on patient's progress.
17	Maintain informed regarding state of the art rehabilitative equipment, clinical trends and orthotics / splinting equipment. Ensure staff education/instruction for maximum performance and facility profitability.
18	Participates in hospital/medical staff committee meetings as required. Attends and serves on professional/civic service organizations as hospital representative as required.
19	Develops and recommends department operating budget, coordinate all department cost centers and ensures that department operates within the budget.
20	Directs the preparation and maintenance of department reports. Prepares periodic reports for CEO / CFO, as required.
21	Ensures the delivery of quality rehabilitative services in discipline area for patients by identifying patient needs and developing quality rehabilitation programs.
22	Coordinates with other service areas to ensure proper patient care.
23	Enhances professional growth and development through participation in educational programs, current literature, workshops and inservice, etc.
24	Coordinates and assess work schedules, evaluates work performance and makes recommendations for personnel actions.
25	Negotiates and maintains contractual relationships for rehabilitative services with other entities and ensure these promote CMMC fiscal goals.
26	Assist in marketing CMMC rehabilitation programs both in the community and to surrounding referral sources.
27	Completes other duties as assigned.

**Knowledge, Skills, Abilities:**

- Thorough knowledge of policies and procedures both organizational and departmental
- Regulatory standards (i.e. MT State Regulations , OSHA, etc)
- Management and leadership principles and theories
- Confidentiality requirements
- Code of Business Conduct
- Patient's/Resident's rights
- Personal computers hardware and software
- Rehabilitation and sports medicine services and practices, planning and assessments within scope of practice
- Reimbursement methodologies and requirements as it relates to rehabilitation services

**SKILL IN:**

- Advanced verbal and written communications skills
- Application of leadership principles
- Clinically competent as applicable
- Time management, organization and prioritization
- Conflict resolution
- Microsoft Office programs (i.e., Windows, Word, Excel)

**ABILITY TO:**

- Incorporate cultural diversity and age appropriate care into all aspects of communication and patient care; scope of services provided will encompass age groups ranging from infant through geriatric
- Establish and maintain effective working relationships
- Interpret policies and procedures; identify non-compliance and take appropriate action

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**ABILITY TO: (cont.)**

- Utilizes time management concepts to maximize time effectively
- Work independently
- Work effectively in a team environment
- Maintain flexibility to adapt to a variety of workload assignments
- Communicate clearly and effectively both verbally and written
- Respond calmly and professionally when dealing with difficult or emergent situations

**COMPLEXITY & DIFFICULTY:**

- Responsible for assessing and making recommendations regarding the quality of patient/resident care. Acts as a resource in service line. Develop and maintain sound working relationships with physicians, staff, management, and others.
- Decisions regarding human resource management may have legal implications
- Decisions regarding budgeting and fiscal control have direct impact to the financial viability of the departments/organization.

**OCCUPATIONAL EXPOSURE** for this position:

<b>X</b>	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
	<b>Noise</b>	
	<b>Other (Specify)</b>	

**PHYSICAL DEMANDS:**

(Essential functions strength rating for position - see Job Analysis)

	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
<b>X</b>	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

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Employee's Signature	Supervisor's Signature	Date
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