



**Director of Rehab Services
JOB DESCRIPTION**

Position Title:	Director of Rehab Services	Exemption Status:	Exempt
Job Classification:		Job Code:	
Department:	Rehab Services		
Reports to:	Chief Operations Officer		
Last Update:	June 12, 2014		

Job Summary

Responsible for directing the overall functions of Rehabilitation Services; coordinate and supervise operations of the department; administer physical agents prescribed by a referring physician; and maintain performance improvement activities within the department. Assure competency of all staff members; assist in formulating budget, evaluates department performance versus budget and takes appropriate action to remain within budget guidelines. Develop and implement system of reviewing department charges, ensures that patient charges are accurate and entered on a timely basis. Maintain efficient and effective department operation while requiring compliance with all state, federal and local regulatory laws, standards and protocols.

Essential Functions

- Promote the mission, vision, and values of the organization
- Responsible for direction of the Rehabilitation Services department and staff
- Ability to observe and evaluate treatment effect and recommend changes to physician if necessary
- Ability to perform an appropriate assessment on all patients as related to the therapy requested
- Formulate a teaching plan based upon identified learning needs and evaluate effectiveness of learning
- Demonstrate knowledge and proficiency of all rehabilitation services modalities
- Treat patients and families with respect and dignity. Identify and address needs of the patients and family
- Interact professionally with patients and family in the formation of the plan of care
- Serve as a liaison between administration, patients, physicians and other healthcare providers
- Maintain patient confidence and protects hospital operations by keeping information confidential
- Communicate appropriately to physicians, staff and administrative team
- Manage and maintain safe and clean working environment by complying with procedures, rules, and regulations
- Maintain records pertinent to personnel and operation of the department
- Prepare reports regarding rehabilitation services, i.e., utilization, performance improvement, service data, outcome data, productivity, including long term capital budget and short term operation budget
- Demonstrate the ability to be flexible, organized and function under stressful situations
- Maintain a good working relationship both within the department and with other departments
- Provide education to staff on performance improvement
- Ability to plan and organize orientation and in-service training for department staff members and participate in guidance and educational programs
- Perform management activities including, interviewing, hiring, evaluating and terminating department staff members
- Comply with federal, state, and local legal and professional requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions

- Contribute to team effort by accomplishing related results as needed

Non-Essential Functions

- Perform other duties as assigned

Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

Qualifications

- Must be licensed in the State of New Mexico
- Minimum of two (2) years previous experience in aspects of rehabilitative services
- Current Basic Life Support (BLS) certification or must be obtained within 30 days of hire

Knowledge, Skills, and Abilities

- Knowledge of rehabilitative services
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

Physical Requirements and Environmental Conditions

- Working irregular hours including call hours
- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date