

## REHABILITATION THERAPY SUPERVISOR

Work in this class involves planning and supervising a program of rehabilitative/habilitative services. Work in this class recognizes several different roles which vary in emphasis on administrative and clinical supervisory responsibilities depending on the setting. The programs supervised also vary in size, complexity and dynamics of the rehabilitative/habilitative services and nature of the population served. Some employees, who supervise smaller programs, are heavily involved in administrative responsibilities and serve as department head with total program accountability. In other settings in which the programs provide more specialized therapeutic recreation services, the emphasis may be on clinical supervision. In other settings, roles reflect a mixture of administrative and clinical supervisory responsibilities. Administrative responsibilities include budgeting; developing policies, procedures and standards with significant involvement in selection, promotion and dismissal of staff. Supervision of staff involves some technical/ clinical aspects, especially as it relates to ensuring quality of services, which requires an extensive background in therapeutic programming. Work may include other related assignments as determined by appropriate management. These programs are located in State and local mental health, mental retardation, or Substance Abuse facilities or institutions. Employees generally report to an overall program director.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees establish goals for their specific program and set priorities and deadlines for completion of these goals which are integrated into the departmental, institutional or agency goals. Planning is done on a weekly or quarterly basis for specific programs and services and on an annual basis for budget, facilities and personnel needs.

Organizing and Directing - Employees review their program and procedures for work flow from which changes in organization and work assignments are made. Employees evaluate the need for services and determine priorities when recommending major organizational changes to supervisors.

Budgeting - Budget recommendations are submitted with justifications to the supervisor. Employees are responsible for managing the programs allotment based on needs and priorities.

Training - Employees assess needs and evaluate resources in determining training sessions which staff are to attend and provide inservice training sessions for staff.

Setting Work Standards - In smaller programs, employees establish the clinical and administrative standards for rehabilitation services. In larger program, employees insure that staff comply with administrative and clinical policies and procedures.

Reviewing Work - Work of professional and support staff is reviewed through reports, review of records, staff meetings, review of work plans and personal observations.

Counseling and Disciplining - Employees are involved in both informal and formal counseling and disciplinary actions. Guidance is received from supervisor as needed, and he is kept informed of all formal disciplinary actions.

Performing Other Personnel Functions - Employees assist with recruitment and make recommendations on new personnel. Employees conduct annual performance evaluations and make recommendations regarding salary increases and promotions.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Program needs, procedures and activities may require some changes based on the nature of the population served.

Variety of Work Supervised - Employees may supervise a small comprehensive unit or a broad rehabilitation services program. Usually employees are supervising one discipline, but it may involve a variety of services to a population with mixed needs.

Number of Employees Responsible For - Staff size usually ranges from 5 to 15.

III. EXTENT OF SUPERVISION RECEIVED: Employees submit periodic reports to supervisor and meet periodically with him. Major changes or problems in organization, personnel and program design are discussed with supervisor.

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

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of principles, techniques, and methods of the rehabilitation therapy field to include assessments, evaluations, development of goals and activities. Thorough knowledge of behavior management techniques. Thorough knowledge of the population served and of the medium area when required for the particular job. General knowledge of management and administrative techniques as applied to the governmental system. Skill in planning and conducting a program of leisure/therapeutic activities rehabilitatively specific to the population served. Ability to assess programs needs and modify the program services accordingly. Ability to plan, organize, direct, and evaluate the work of a small unit or program. Ability to supervise, train, or orient lower level staff, students, or interns in the program. Ability to establish and maintain effective relationships with other disciplines within the agency or program.

Minimum Education and Experience - Graduation from a four-year college or university with a degree in recreation, physical education, or a human services field and three years of experience in therapeutic programming which includes program/goal planning; or graduation from a four-year college or university with a degree in therapeutic recreation which includes an internship or in recreation with a minor in therapeutic recreation which includes an internship and one year of experience in therapeutic programming which includes program/goal planning; or an equivalent combination of education and experience.