

## REHABILITATION THERAPY COORDINATOR

Work in this class involves dual responsibilities for coordinating and supervising the operation of a small program or unit as well as providing some direct rehabilitative/ habilitative services through the use of rehabilitation, recreation, activity or industrial therapy. Positions are located in State institutions or local mental health programs which provide services to clients (patients or residents) who have mental, social, physical, and/or emotional disabilities. Work involves planning for the integration of rehabilitation/recreation services into the overall unit or program, establishing priorities for allocation of staff time and use of facilities, monitoring quality and quantity of work, performing limited budget work and personnel functions. In the direct service role, employees are heavily involved in assessments, goal and program planning and evaluation. The settings dictate variations in the emphasis placed on supervision and direct service. Employees may be responsible for coordination of services with other programs, unit or agencies. Work may include other related assignments as determined by appropriate management. Employees may report to a Rehabilitation/ Recreation Therapy Supervisor/Director or to a Program Supervisor/Director from another discipline.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees assess client needs individually and as a group as well as overall agency goals in order to design program parameters and criteria, and plan work operations which involves setting priorities and establishing goals within program or unit. Work involves making recommendations on space, equipment and resources needed for the service provision.

Organizing and Directing - Employees assign work and are responsible for maintaining work load balance within program or unit; develop procedures to improve efficiency. Employees may make changes in organizational structure as needed with major changes being recommended to supervisor.

Budgeting - Employees are responsible for monitoring expenditures and staying within predetermined budgeted amounts. Responsibilities may also include projection of an annual budget for program or unit for consideration by the supervisor.

Training - Employees provide orientation and training to staff and recommend additional training needed to supervisory staff for approval.

Setting Work Standards - Employees establish clinical guidelines for operation within unit or program which may involve developing assessment tools and documentation standards which are in accordance with overall agency standards and goals. Employees ensure that staff comply with institutional or agency policies and procedures.

Reviewing Work - Employees meet with staff individually or in groups on a regularly scheduled basis to discuss work flow and policy or procedure changes. Employees monitor quality and quantity of work typically while in process or upon completion through records analysis.

Counseling and Disciplining - Employees counsel with staff as necessary and may carry out limited disciplinary actions. Formal actions are discussed with a higher level supervisor.

Performing Other Personnel Functions - Employees evaluate staff performance, recommend merit increases, and promotions and participate in the selection process of new employees.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees are responsible for a program that is typically serving clients with similar needs. Changes in institutional or agency guidelines may result in occasional changes in the program.

Variety of Work Supervised - Employees typically supervise a small number of professional and paraprofessional staff who are involved in rehabilitative/habilitative services.

Number of Employees Responsible For - Employees are responsible for two to eight staff.

III. EXTENT OF SUPERVISION RECEIVED: Employees meet periodically with supervisor. 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 is usually working in one area of the institution or facility; however, they may be using outlying facilities.

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. Skill in writing goals and programs. Skill in evaluating and documenting progress. Skill in planning and conducting a program of leisure/therapeutic activities rehabilitatively specific to the population served. Ability to assess program needs and modify the program services accordingly. Ability to organize and lead staff in carrying out leisure/therapeutic activities and to represent the discipline effectively on treatment and management teams. Ability to establish rapport and relate to population served, families, community agencies and groups, and a variety of service disciplines (social workers, physicians, psychologists, teachers, nurses).

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 two years of experience in therapeutic programming which involves program/goal planning; or completion of a two-year associate degree program in recreation or human services field which includes practicum/internship in a similar setting and four years of experience in therapeutic programming which involves program/goal planning; or an equivalent combination of education and experience.