

HEALTH CARE ADMINISTRATOR (REHABILITATION THERAPIES)

GENERAL STATEMENT OF DUTIES: Directs and coordinates the operations of the Physical Therapy and Occupational Therapy Divisions of the Westchester County Medical Center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Associate Hospital Director and the Medical Director of Rehabilitation Medicine, the incumbent of this class has administrative responsibility for managing all operations of the Rehabilitation Therapy Divisions and coordinates these operations with other Medical Center divisions to achieve the optimum level of health care delivery for the in-patient and out-patient areas. Supervision is exercised over a large number of professional, technical and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the delivery of rehabilitation services to patients, both for in-patient and out-patient, by Physical and Occupational Therapy staff and monitors scheduling and productivity levels to assure quality control and departmental efficiency;

Performs administrative functions to insure the optimum operational utilization and effectiveness of the Rehabilitation Therapies Division, at the Medical Center including the Psychiatric Institute;

Participates in the development of policies, procedures and protocols for the Rehabilitation Therapies Division and implements hospital policy in the area of assignment;

Develops and implements systematic scheduling of in-patients and out-patients for the most effective use of personnel, space and equipment in coordination with other Medical Center divisions;

Insures that the Rehabilitation Therapies Division is in compliance with all standards and regulations set forth by the Joint Commission on the Accreditation of Hospitals and State Health Department;

Communicates Medical Center policy to staff and keeps them informed of policy changes;

Conducts regular evaluation of employee performance to insure quality performance standards;

Prepares budget and personnel requests to insure adequate resources for projected service delivery objectives;

Engages in basic and applied research in the health care field as it relates to Rehabilitation Therapies to keep abreast of new trends;

Monitors spending to insure compliance to established cost control requirements within the Rehabilitation Therapies Division;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Prepares reports of division activities as required;

Recommends changes in administrative policies to better meet the goals and objectives of Rehabilitation Therapies programs;

Attends meetings, conferences and seminars as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of Rehabilitation Therapies; thorough knowledge of the principles and practices of hospital administration; good knowledge of the regulations and codes of the Joint Commission on the Accreditation of Hospitals and State Health Departments as they relate to the delivery of Rehabilitation Therapies in a health care institution; good knowledge of administrative reporting and control procedures; ability to supervise and coordinate the work of multi-level staff; ability to deal effectively with a wide range of administrative, professional and clerical personnel; ability to communicate effectively both verbally and in writing; sound and mature professional judgment; resourcefulness; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* in Physical or Occupational Therapy, or in Nursing or Physical Education supplemented by an approved course in Physical or Occupational Therapy, and six years experience in rehabilitation therapy, two of which must have been at a supervisory/administrative level in a major health care facility.

NOTE: Satisfactory completion of 30 credits toward a Master's Degree* in Health Care, Public or Business Administration may be substituted for each year of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.