

CHIEF OF REHABILITATIVE SERVICES (GMHA) (Unclassified)

NATURE OF WORK IN THIS CLASS:

This is professional managerial rehabilitative services work involving responsibility for planning, administering, organizing, coordinating, reviewing and directing the Rehabilitative Services Department inclusive of Physical Therapy, Occupational Therapy, Speech Therapy and Recreational Therapy for the hospital.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Plans, organizes, coordinates, directs and reviews all activities of Rehabilitative Services to maintain the overall quality and quantity of services provided.

Establishes, maintains, and update policies and procedures in compliance with regulatory standards of Joint Commission of Accreditation of Healthcare Organizations (JCAHO), Health Care Financing Administration (HCFA), and pertinent local laws.

Prepares, maintains and monitors the quality improvement program of Rehabilitative Services.

Prepares short and long range plans for Rehabilitative Services.

Applies, enforces and monitors safety and Infection Control Standards.

Determines qualifications and competence of rehabilitative services personnel; recommends sufficient number of qualified and competent therapist to provide patient care/services.

Evaluates the performance of subordinates; and develops and maintains effective relationships with staff to promote team effort.

Coordinates Rehabilitative Services to meet community needs.

Reads technical literature and keeps abreast of developments in Rehabilitative Services.

Provides in-service training to rehabilitative services personnel.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the overall requirements of rehabilitation fields (e.g. Physical Therapy, Occupational Therapy, Recreational Therapy, Speech Therapy) and rehabilitation personnel for effectively providing Rehabilitative Services in a hospital.

Knowledge of local laws and other regulatory standards including, but not limited to civil service rules and regulations, Occupational Safety and Health Administration (OSHA) requirement, Joint Commission of Accreditation of Healthcare Organizations (JCAHO) and Health Care Financing Administration (HCFA) requirements.

Knowledge of the principles and theories and procedures of Rehabilitative Services Program.

Knowledge of the standards, policies and procedures of quality improvement, safety, and infection control precautions established by the appropriate authorities.

Knowledge of the hospital fire and safety policies and procedures as contained in the Safety and disaster Manual.

Ability to direct and perform complex administrative and supervisory functions.

Ability to combine ethical judgement with technical skills within policy and legal guidelines in the function of the Rehabilitative Services Department.

Ability to operate various equipment within the Rehabilitative Services Department.

Ability to make decisions in accordance with program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (A) Five (5) years of progressively responsible professional experience as a rehabilitative therapist, including one year in a managerial capacity, and graduation from a recognized college or university with a Bachelor's degree in Physical Therapy, Occupational Therapy, Speech Language or Recreational Therapy, as accredited by the American Medical Association or other recognized educational association; or


- (B) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a current valid license to practice Physical Therapy or Speech Pathology from the Guam Board of Allied Health Examiners, Commission on Licensure to practice Healing Arts; or possession of a current certificate of registration or license as occupational therapist with the American Occupational Therapy Certification Board.

Membership with either the American Physical Therapy Association, the American Occupational Therapy Association, or the American Speech and Hearing Association.

Established: September 14, 1993
Pay Grade: P


RONALD B. AGUON, Acting
Executive Director

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