

Therapy Services Supervisor

Job Code
8291F1

Job Title
Therapy Services Supervisor

Pay Grade
30

CONCEPT:

This is professional clinical and administrative work in planning, directing, coordinating, and evaluating all aspects of a program providing a variety of specialized therapeutic activities.

TASKS

- Supervises and coordinates the multi-disciplined activities of therapeutic/activity services programs within a hospital or school; assists in the development of policies and procedures; monitors therapy/activity programs and services for compliance with department, state, and federal requirements and professional ethics.
- Develops and monitors budgets; reviews and approves budgetary requests prepared by subordinate services; approves the requisition of supplies and equipment.
- Recruits and interviews activity, physical, or occupational therapy staff; prepares or reviews comprehensive reports on program effectiveness; supervises and evaluates the work of staff; reviews, approves, and coordinates research projects in activity related areas.
- Develops and evaluates in-service training programs; reviews and makes recommendations for student and volunteer training programs; approves university training programs in activity, physical, or occupational therapy.
- Evaluates clients' leisure/social skills and interests; implements appropriate treatment plans for clients based on evaluation results; documents and maintains patient records and department statistics.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirements:

Seven years of experience in therapeutic recreation, horticulture therapy or one of the creative arts or therapy disciplines such as art, dance/movement or music therapy. Education may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements:

Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions require a valid driver's license.

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