

REHABILITATION THERAPY SUPERVISOR

158-D

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the operational and clinical supervision of the certified home health care agency's Occupational Therapy, Physical Therapy and Speech Language Pathology staff. They will be responsible for the development and management of the Therapy team's programs, procedures, and protocols, and assuring services are provided consistent with evidenced based evaluation and treatment philosophy and protocols. This position is responsible for the implementation and evaluation of performance improvement projects, products, clinical procedures, protocols, research, and the education of non-therapy staff. Evaluates the effectiveness of team procedures and submits any suggestions for change to appropriate persons or committees. Responsible for keeping staff informed of all recent developments (medical, legal, social) affecting the team in the provision of their therapy specialty.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Responsible for maintaining a therapy caseload and providing therapy home visits within the scope of the individual's license;

Responsible for operational and clinical supervision of home care Occupational Therapy, Physical Therapy, and Speech Language Pathology staff;

Works collaboratively with supervising nursing teams to coordinate days off, vacation, holiday and weekend scheduling for all home care teams;

Responsible for implementation of time and attendance policies, approves time records;

Completes performance evaluations, with clinical input from within the discipline as appropriate;

Participates in public health improvement initiatives in the community and represents the Public Health Dept.;

Responsible for evaluation, consultation, and treatment services delivered by the therapy clinicians;

Promotes communication and problem solving within the team. Mentors staff or assures that mentoring needs are met. May provide oversight and direction for clinical rotations of student interns;

Assures staff professional development and training needs are met;

Accurately identifies and diagnoses issues, identifying alternatives, implementing a plan, evaluating and communicating results;

Responsible for patient's therapy appointment scheduling and staff scheduling;

Under the direction of the Director of Patient Services or designee, the Rehabilitation Therapy

Supervisor provides leadership for the certified home health agency's (CHHA)

Occupational Therapists (OT), Physical Therapists (PT), and Speech Language Pathologists (SLP). Patient assessment, consultative and intervention services within the supervisor's clinical specialty may also be provided. The supervisor is responsible for the development and follow through of procedures provided by the team, assuring service excellence and compliance with all applicable Article 36 home care and public health departmental laws/regulations;

Responsible for hiring, orienting, scheduling, ongoing supervision of the therapists within the team, and acting as a clinical resource within the discipline specialty. The supervisor is accountable for patient prioritization, patient scheduling, and therapy staff documentation and billing. Additionally, the supervisor provides program development and process improvement;

Provides performance coaching, mentoring, evaluations and corrective action;

The supervisor coordinates OT, PT and SLP student education in conjunction with the CHHA supervising nursing team, involving other health care team members is essential;

Practices in collaboration with other members of the health care team and demonstrates respectful interactions with patients/clients, colleagues, and others;

Practice incorporates and emphasizes education to patients, clients, families, and others;

Works with a wide variety of internal and external constituents, including (but not limited to) team members, physicians, staff throughout the regional health care continuum, patients, families, vendors, community agencies, and insurance representatives;

Serves as an active member on relevant program, department, and other committees across the care continuum, including other clinical specialties within the certified home health care agency (CHHA);

Accountable to the job summary of the clinician position description for the clinical specialty area.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Familiarity with a variety of equipment, including computer software and electronic medical record systems. Organization, time management, flexibility, and positive attitude are critical to successful performance. Ability to orient and train therapy staff. Serve as a clinical resource within discipline, responsible for short and long-term planning for therapy staffing levels and patterns, appropriate case and workloads, able to assess staff competency measures and skills, and provide training. As a requirement of the position, the therapy supervisor has regular access to and knowledge of the confidential medical history of patients/clients in their care. (Documentation is required and is in accordance with the professional scope of practice of the therapist and adheres to home care regulatory guidelines.)

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree with at least one (1) year of experience as a Physical Therapist or Occupational Therapist, with previous rehabilitation therapy experience in an in-patient hospital setting, nursing home or home health agency, and one (1) year of supervisory experience; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree with at least three (3) years of experience as a Physical Therapist or Occupational Therapist, with previous rehabilitation therapy experience in an in-patient hospital setting, nursing home or home health agency, and one (1) year of supervisory experience.

SPECIAL REQUIREMENTS FOR APPOINTMENT: Licensure as an Occupational Therapist or Physical Therapist in the State of New York, certification in CPR and automatic external defibrillator.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Placed in Classplan: 12/1/2022
Revised and Replaced in Classplan: 5/14/2025 (Edu)