



JOB TITLE: Therapy Manager

STATUS: Full Time Non-Exempt
SALARY: DOE
SUPERVISOR: Executive Director
REVISED: September 2020

Coastal Home Health & Hospice is an equal opportunity employer: CHHH does not discriminate against applicants or employees based on race, color, sex, religion, age, national origin, physical or mental disability, sexual orientation or gender identity, family relationship, marital status, veteran status, military service, employment status, or any other classification protected by local, state, or federal law.

If an employee needs accommodation to perform the essential functions of the job as outlined below, he or she should notify his or her supervisor or the Executive Director. CHHH will work with the employee to evaluate whether there is a reasonable accommodation that does not pose an undue hardship on the company.

POSITION SUMMARY:

The Therapy Manager is responsible for the supervision of all CHHH therapy disciplines, responsible for attending interviews of therapist and training employees, appraising performance, addressing complaints and resolving problems within his or her discipline and ensures appropriate staffing/scheduling when assigned by the Executive Director.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

May include, but are not limited to the following:

1. Directs and supervises the activities performed by the Therapy Department staff, including Physical Therapists, Physical Therapy Assistants, Occupational Therapist, and Speech Therapist
2. Coordinates and directs patient care to ensure patients' needs are met and CHHH's policies are followed □
3. Maintains records pertinent to the personnel and operation of the department □
4. Demonstrates an ability to be flexible, organized and function under stressful situations □
5. Must oversee/manage therapist schedules



6. Must assure that the therapists are administering the Plan of Care consistently
7. Will perform annual competency evaluations of therapy staff
8. Ensure that all organizational and government regulations are followed
9. Considerable knowledge of the principles, methods, materials, and equipment used in the therapy department
10. Serves as an organization advocate and provides information to create understanding of the goals of CHHH's programs with the therapy department
11. Ability to determine and to instruct others in determining the proper length and intensity of individual treatments
12. Maintains a good working relationship both within the department and with other departments □
13. Ensures proper employee relations and conditions of employment are maintained
14. Consults other departments, as appropriate, to collaborate in patient care and performance improvement activities □
15. Coordinates and conducts regular staff meetings to disseminate Therapy department information, educate Therapy staff and to hear issues in department and plan solutions □
16. Coordinates and participates in educational staff performance improvement in-services. Orientation and in-service training for department staff members. Participates in guidance and educational programs □
17. Responsible for remaining current in Therapy literature, trends and new developments and keeping staff updated through in-services, memos, and regular Therapy Department meetings □
18. Contributes to evaluation of Therapy department staff along with Executive Director, which may include interviewing, hiring, evaluating and termination □
19. Coordinates, delegates and supervises responsibilities assigned to supportive staff
20. Assists Executive Director in evaluating department performance versus budget controls and takes appropriate action to remain within budget guidelines as assigned
21. Participates in infection control, departmental equipment training and organizational safety and fire safety programs
22. Coordinates changes/updates to electronic health record templates as needed
23. Performs QA on proper charting techniques for all Therapy staff
24. Responsible for the daily supervision of the Therapy staff
25. Completes QA and other department projects as assigned by the Executive Director
26. Complies with all CHHH Policies and Procedures
27. Takes action based on constructive performance evaluations
28. Other duties as assigned

QUALIFICATION REQUIREMENTS:

Therapy Manager



- Graduation from an accredited Therapy program with a masters or doctorate degree in Therapy and successful passage of the national licensure exam

Education, Certification, and Licenses

- Oregon Therapy license
- Master's Degree in Therapy Required, Doctorate preferred

Experience

- Five years of Home Health experience and two years of therapy supervision is required

Knowledge of

- Supervision, scheduling and delegation
- Therapy and procedures. Medical terminology
- Medication use and effects
- Medical record keeping practices

Other

- Must have valid driver's license, car insurance and maintain a good driving record.

KNOWLEDGE AND SKILLS NECESSARY TO PERFORM JOB RESPONSIBILITIES:

- Must be proficient in Microsoft Word, Excel, and e-mail
- Liaisons with patients, families, support departments, etc., to adequately plan for patient needs
- Must always demonstrate good body mechanics
- Must possess the ability to make independent decisions when circumstances warrant such action
- Must be knowledgeable of Therapy practices and procedures as well as the laws, regulations, and guidelines governing functions in the post-acute care facility
- Must have the ability to implement and interpret the programs, goals, objectives, policies, and procedures of the department
- Maintains professional working relationships with all associates, vendors, etc.
- Maintains confidentiality of all proprietary and/or confidential information
- Must understand and follow company policies including harassment and compliance procedures
- Displays integrity and professionalism by adhering to Coastal HHH standards



SCHEDULE:

8:00 am – 5:00 pm Monday through Friday. This position may include weekends or holidays, except when on pre-approved leave or unforeseeable leave protected by law

PHYSICAL DEMANDS/REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to operate standard office equipment; reach with hands and arms; talk or hear; vision requirements include close, distance and ability to adjust focus. The employee is required to walk, stoop, kneel, crouch and climb stairs, adjusting from sitting and standing is required
- Ability to perform tasks involving physical activity, which may include heavy lifting of supplies, equipment or patients; extensive bending, standing, walking or sitting may be required
- Ability to deal effectively with stress
- May occasionally drive for long periods of time

WORK CONDITIONS/ENVIRONMENT:

- Remote Position. Must be on site in the Brookings, OR office annually and as required by Executive Director
- Employee may encounter various environmental situations in individual patient homes, including odors, tobacco smoke or animals
- Tasks may involve exposure to blood, body fluids or tissues
- Travel may be required from the office location in Brookings to patient homes in Curry County
- Employee may occasionally be required to work weekends, holidays or other hours on a rotation basis, as well as on-call rotation



Job Title: Therapy Manager

Employee: _____

Job Description Acknowledgement

The contents of the attached job description have been discussed with me, and I acknowledge that I have received a copy thereof.

I understand that job descriptions include a summary of job requirements, duties and responsibilities; qualifications, supervisory roles, work environment, and other factors relevant to the position, but do not necessarily cover every task or duty which might be assigned to me as an employee of this agency, and additional responsibilities may be added as necessary.

Based on the duties outlined in the attached job description, I acknowledge that I am able to perform the functions of this job with or without reasonable accommodation.

Please explain if necessary:

Job descriptions do not form a contract of employment nor in any way alter the "at-will" employment relationship.

Therapy Manager



Signature: _____

Date: _____

Therapy Manager