

THERAPEUTIC PROGRAMS DIRECTOR**Nature of Work**

Under general direction, performs advanced compliance work developing and overseeing therapeutic client services. Directs the work of multi-disciplinary treatment units such as, psychiatric or physical rehabilitation, recreation, arts therapy and occupational therapy. Ensures that the facility meets state licensure and accreditation standards in programming and client services. Reports to the facility's clinical director and exercises the latitude to develop and implement client care programs. Performs related work as required.

Distinguishing Characteristics

This position is intended for use by health care facilities of moderate to large size which have a relatively stable client/patient population. This position coordinates and reviews services to clients, attends staffings, and discusses treatment modalities. The position supervises some staff directly; however, much of the work involves functional supervision exercised over several units.

Examples of Work

- Develops and implements specific treatment modalities for the rehabilitation of the physically/mentally/emotionally ill or for the treatment of the elderly.
- Oversees the work of the treatment units; meets with subordinates to evaluate the effectiveness of methods.
- Researches new techniques and resources in rehabilitation or patient care; adopts new methods if the physical and/or behavioral results are positive.
- Meets with the directors of other departments such as nursing, psychology and social services to ensure that patient treatment is consistent with the patient's individualized treatment plan.
- Schedules the work for the units and wards on a weekly basis to insure that the daily program activities and goals are met for all patients.
- Develops policies and procedures as necessary for the Therapeutic Programming Department to meet state licensure and accreditation requirements.
- Monitors therapeutic activities to ensure that the activities meet specific treatment criteria.
- Provides training for all program staff and coordinates on-going in-service training for all employees involved in therapeutic programming.
- Attends daily, weekly and monthly administrative meetings and advises staff of all changes in policies and procedures.
- Completes functional job descriptions and performance appraisals; conducts quality assurance audits.
- Writes monthly reports outlining the department's activities.

THERAPEUTIC PROGRAMS DIRECTOR (CONT'D)

Knowledge, Skills and Abilities

- Knowledge of rehabilitative therapy techniques and philosophies.
- Knowledge of management techniques.
- Knowledge of program design and evaluation.
- Knowledge of federal and state laws, regulations and policies related to the area of assignment.
- Knowledge of sheltered workshops, recreational programs, social services, vocational training or other programs related to the area of assignment.
- Ability to organize and coordinate the work of several independent units with the work of other units of the hospitals.
- Ability to communicate effectively with a wide variety of people both orally and in writing.

Minimum Qualifications

- TRAINING Master's degree from an accredited college or university in education, recreation, sociology, nutrition or a related behavioral science or health science field.
- SUBSTITUTION A bachelor's degree in one of the above fields or a closely related field, plus one additional year of the described experience, may substitute for the master's degree.
- EXPERIENCE Three years of full-time or equivalent part-time paid professional experience in a hospital setting in rehabilitation, psychiatric, recreation, physical, or occupational therapy, including responsibility for program design and evaluation.

Established: 9/15/92
Effective: 9/15/92