



## Rehabilitation Team Lead

### **The Lifetime Vitality Services Mission**

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To approach life with intensity and vigor, with unwavering passion, with the courage to innovate and improve services for clients and our community, while boldly advocating for positive change in healthcare.

### **Qualities of a Vitalist**

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Adaptable, Agile, Flexible, Innovative, Passionate, Committed, Enthusiastic, Resourceful, Takes Initiative, Collaborative, Honesty, Integrity, Courageous, and most of all Caring for others.

### **Summary of Your Vitalist Position**

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The Rehabilitation Team Lead plans, organizes, and manages the effective and efficient delivery of rehabilitation services within the facility.

### **Qualifications**

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The Rehabilitation Team Lead must have: Bachelor and/or Master's degree in Physical Therapy or Occupational Therapy. Current state license. A minimum of 3 years plus of rehabilitation experience. Proven leadership and program development/ supervisory (management) experience Knowledge of state, federal and therapy practice act legislation/law. Interdisciplinary management and understanding essential. Excellent oral and written communication skills. Previous skilled nursing facility preferred.

### **Duties and Responsibilities**

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Every effort has been made to keep your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position.

- Directs the staff and the physical, occupational and speech programs of the rehabilitation department.
- Develops and implements rehabilitation driven programs by working with the operational leadership team and medical staff.
- Works with Regional Manager and corporate office to implement policies and procedures regarding staffing and budgeting.

- Capable of resolving escalated issues arising from operations and requiring coordination with other departments.
- Utilize Clinicient/Web PT software to effectively monitor delivery of care, efficiently manage clinical services provided, perform monthly closeouts for operations and billing export and make use of the advanced documentation to meet specific clinical standards.
- Orientation and training of rehabilitation personnel.
- Completion of skills competency checklist for all rehabilitation staff.
- Review Rehabilitation policy and procedures on a regular basis to ensure compliance with facility process and state/federal regulations.
- Supervision of rehabilitation clinical and support staff within the facility. This includes:
  - Conducting Monthly Quality Assurance Reviews and Chart Audits on Active and Discharge rehabilitation patients.
  - Staff informed of all deficiencies and chart completed as indicated.
  - Progressive discipline plan developed for frequent non-compliance.
- Quarterly Program Evaluation Reviews:
  - Identify Rehab program evaluation areas.
  - Collect program evaluation information.
  - Develop action plan for all non-conforming areas.
- Review Management reports which include:
  - Therapist Productivity.
  - Average Length of Stay.
  - Functional Outcome Measures.
  - Census Summary.
- Reviewing referrals and discharges of Rehabilitation and programming to evaluate service delivery and needs.
- Facilitation of facility integration of rehabilitation services:
  - Communication of rehabilitation service information to facility.
  - Rehabilitation programming: Review and evaluate based on facility needs.
  - Program development activities.
  - Referral patterns.
- Assist in facility and rehabilitation marketing plan including:
  - Referral rehabilitation screenings, community, and referral source in servicing.
  - Providing program evaluation and outcome information for inclusion in marketing materials.
  - Assisting in Market analysis and provide recommendations for new rehabilitation programs.
- Reviews and makes recommendations to the facility concerning staff education needs and request. Provides in-services and obtains speakers to assist staff in improving their job performance.
- Team Lead will be responsible for providing direct patient care. (A productivity standard will be set depending on the volume of rehabilitation services.)
- Other duties as assigned by the facility.

**Team Dynamics:**

- Effectively communicates with staff to accomplish goals and objectives.
- Creates a work atmosphere that promotes cooperation, respect, flexibility and teamwork amongst peers and staff.

**Safety and Sanitation:**

- Follows all established safety procedures and precautions when operating equipment.

- Reports equipment malfunctions or breakdowns to the program manager as soon as possible.
- Reports all unsafe/hazardous conditions to the program manager immediately.

**Customer Service:**

- Maintains an adequate liaison with families, residents, facility, and patients.
- Demonstrates awareness, respect and concern for internal customers (coworkers) and external customers (i.e. patients, residents, families, physicians, referral sources).

**Residents' Rights:**

- Maintains CONFIDENTIALITY of all resident care information to assure resident rights are protected.
- Assures that the resident's rights to fair and equitable treatment, self-determination, individuality, privacy, property, and civil rights, including the right to wage complaints, are followed.

**Attendance:**

- Observes rules, policies, and regulations with regard to attendance, punctuality, appearance and professional attitude as established by the facility.
- Due to the nature of the industry, many of our programs offer seven (7) day a week services. Accordingly, you may be asked to work weekends as part of your scheduled workweek.

**Miscellaneous:**

- Conforms to the HIPAA Compliance Program and applicable facility policies for patient privacy.
- Conforms to the facility's policies and procedures.
- Physical, Emotional, Cognitive and Sensory Requirements.

**Physical:**

- Able to stand times (2) plus hours without interruptions or breaks.
- Able to push, pull, move, and or lift a minimum of 50 pounds to a minimum of 4 feet or carry 50 lbs. a minimum of 2 feet.
- Must be able to perform all patient transfers, (including stand pivot, 2 person, sliding board, Hoyer Lift, non-weight bearing) safely and effectively with or without mechanical devices.
- Must be able to sit, stand, bend, lift and move intermittently throughout the day.
- Must be able to assist with the evacuation of residents during emergency situations.
- Must pass Medical and Physical examination based on job qualifications, requirements, and duties/responsibilities.

**Emotional:**

- Must have the willingness to work with severely physically, emotionally, and cognitively compromised residents and patients.
- Must be able to take direction from registered therapist and other team members to promote patient treatment and safety.
- Must be willing to work in an environment with risk of personal injury, exposure to infectious waste/materials, infectious diseases, and odors.

- Must be able to cope with the emotional stress associated with working with patients, families, and coworkers.
- Must be able to work independently with periodic (daily or less) support and direction.

**Cognitive:**

- Must be alert and attentive to patients and work environment throughout day.
- Must be able to shift attention and task performance based on patient and facility requirements.
- Must be able to work in a distractible and stimulating environment.
- Must be able to read, understand, and comply with all facility-based policy procedures.
- Must have effective verbal and written communication skills.

**Sensory:**

- Must have visual, hearing and sensory skills adequate to preserve patient and personal safety.

The Employee must review this job description and if the individual requires reasonable accommodations to perform job duties safely and effectively, this should be brought to the facilities attention. All accommodations will be listed as an addendum to the job description.

Accommodations List:

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**Department:** \_\_\_\_\_ **Reports to:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



*Making a Lifelong Impact<sup>SM</sup>*