



# Wallowa County Health Care District

**JOB TITLE: Rehabilitation Services Director**

**FLSA STATUS: Hourly- Non-Union**

**DEPARTMENT: Rehabilitation Services**

**DATE: September 17, 2024**

**REPORTS TO: Chief Executive Officer**

**APPROVED BY: Chief Executive Officer**

## **JOB SUMMARY:**

The Rehabilitation Services Director provides overall planning and daily supervision of all operational aspects and activities for the Rehab Department. Works in collaboration with other directors within the organization to assist with strategic initiatives and quality improvement projects. This director will be 50% clinical practice and 50% leadership.

## **MISSION, VISION and VALUES adherence:**

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

**ESSENTIAL DUTIES and RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Manage department staff, department operations, and growth to ensure effectiveness and efficiencies.
- Maintain good understanding of budgetary responsibilities.
- Responsible for attending leadership meetings.
- Hiring Rehabilitation Services personnel and assists in evaluating performance of department personnel.
- Apply District policies and procedures consistently and fairly
- Resolve employee behavioral performance problems in a timely manner with Human Resource department assistance. Facilitates resolution of technical performance problems in coordination with clinical supervisor.
- Stay current on state and federal laws, billing practices and compliance issues. Ensure that we adhere to those laws and maintain compliance.

## **CLINICAL RESPONSIBILITIES:**

- Performs clinical duties as described in the job description for physical therapist, occupational therapist or speech therapist depending on the specialty.
- Maintains clinical proficiency and licensure.
- Adheres to regulations set by Licensing Board (physical/occupational/speech-language) in the State of Oregon.

## **EDUCATION and EXPERIENCE:**

- 2 years' management/supervisory experience in a healthcare setting.
- Bachelor's degree in occupational therapy, physical therapy or speech therapy required.
- Master's or Doctorate degree preferred.
- Minimum three years of related clinical experience.
- Licensed as appropriate, or eligible for license, by the State of Oregon.
- Current CPR certification required.

## **CORE COMPETENCIES:**

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.



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- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

## **POSITION SPECIFIC COMPETENCIES:**

- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
- Service Orientation — Actively looking for ways to help people.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Negotiation — Bringing others together and trying to reconcile differences.
- Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures.
- Management of Material Resources — Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Near Vision — The ability to see details at close range (within a few feet of the observer).



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- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

## **WORK ENVIRONMENT:**

This job operates in a healthcare setting. This role requires regular walking to various locations around the hospital. This role also routinely comes into contact with patients who may have contagious illnesses.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, and stooping all day. The employee must frequently lift and/or move items over 20 pounds.

## **WCHCD Code of Conduct and Confidentiality Statement:**

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately to the CEO.

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I have read and understand the above job description.

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Employee Signature

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Date: