

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	SUPERVISING THERAPIST – MEDICAL THERAPY UNIT (MTU)	CLASS CODE: 4049
DEPARTMENT:	PUBLIC HEALTH	FLSA STATUS: NE
REPORTS TO:	SENIOR PUBLIC HEALTH NURSE	

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general California Children's Services (CCS) administrative and medical supervision, is responsible for planning, organizing and administering the therapy unit for orthopedically handicapped children for the County of Mendocino Public Health Department; supervises and coordinates the training and work of assigned personnel assigned unit; and does related work as required.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Consults with medical and administrative staff in formulating policies, procedures and standards for therapy services.

Participates in the development of the budget for therapy services and controls expenditures for such services.

Performs periodic patient chart review to ensure quality care and to ensure appropriate records are being maintained.

Analyzes and plans for the effective and efficient utilization of personnel and physical and material resources.

Makes hiring recommendations; trains staff, schedules work assignments and evaluates work performance of subordinate staff; takes or recommends appropriate personnel actions.

Performs intake evaluations of patients and administers tests to measure physical and functional abilities and assigns caseloads accordingly.

Plans and provides physical or occupational therapy treatment programs for a variety of patients; confers with physicians and staff therapists regarding progress of patients.

Acts as clinic manager for pediatric and orthopedic clinics in scheduling the children to be seen by the physician, setting up school rooms for the clinic, taking notes of the examination and preparing needed clinic forms.

Remains available for consultation with members of patients' families regarding home care of children; visits homes to observe environment; makes recommendations for special treatment.

Maintains liaison between school districts, SELPA's and therapy unit; confers with the school principals concerning plans for the school year, problems arising between the therapy unit and the education program, and the coordination of the children's schedules for education and therapy.

Consults with staff of community agencies involved in the care of physically handicapped children including general and specific information regarding case management; assists Public Health Nurses and other Public Health staff in identifying children in need of therapy services.

Supervises maintenance of clinical case records and reports; prepares reports on department status, progress and needs.

Assesses the need for equipment and supplies; requisitions supplies and equipment and assures proper maintenance of all equipment.

Participates in staff meetings and professional conferences, consults and coordinates with groups of parents, teachers and students and other interested persons; explains and interprets the therapy program to professional and community groups.

Keeps informed of current trends in therapy to physically handicapped children and related health disciplines.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer

General Office Equipment

Medical measuring devices:

Goniometer

Stethoscope

Blood Pressure cuff

General tools for repair and maintenance of brace, splint and wheelchair

MINIMUM QUALIFICATIONS REQUIRED:

License or Registration:

Possession of a valid license to practice physical therapy as required by Section 2650 of the California Business and Professions Code; OR,

Registration with the National Registry of the American Occupational Therapy Association (AOTA); or eligibility for such license, or registration by time of employment.

Possession of a valid California driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.

Experience:

Considerable professional experience as licensed physical therapist or registered occupational therapist. Desirable qualifications include at least two years of experience with a program providing therapy to orthopedically or neuro-muscularly disabled children including some supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of therapy principles, and methods of occupational and physical therapy, especially as applied to physically handicapped children.

Knowledge of proper use and operation of occupational and physical therapy equipment and appliances.

Knowledge of anatomy, physiology, neuro-muscular function and dysfunction, and kinesiology.

Knowledge of pathology and injuries which result in physical impairment.

Knowledge of growth and development of normal and handicapped children.

Knowledge of psychology and abnormal psychology.

Knowledge of the principles of training and supervision.

Knowledge of federal and state rules, regulations and policies as related to disabled children services and medical eligibility.

Mental and Physical Abilities:

Ability to plan, organize and direct a therapy program for physically disabled children.

Ability to supervise, direct, coordinate and evaluate the work of subordinate personnel.

Ability to understand and interpret physician's orders and to adapt treatment programs to individual circumstances.

Ability to exercise tact and good judgment in dealing with patients, staff, parents, school personnel and the public.

Ability to supervise the maintenance of complete and detailed department records and to prepare accurate and concise technical reports.

Ability to comply with common public health safety practices and procedures.

Ability to cope with working with handicapped children and their families; and to move children utilizing appropriate transfer techniques.

Ability to prepare and present oral and written reports.

Working Conditions:

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, speak and hear, and must occasionally lift and/or move children.

While performing the duties of this position, the employee works primarily within an office, clinic, or patient's home and as such is rarely exposed to outside weather conditions.

The noise level while performing these duties is generally moderate.

File occuptherp.doc

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent /applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.