



**Job Code:** 6865

**Grade:** 23

**HCWR:** N

**Job Title**

Occupational Therapy Manager

**Department**

Rehabilitation Services

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

Under the general direction of the Director of Rehabilitation Services, is responsible for the clinical coordination of Occupational Therapy Services. Manages daily operations, coordinates patient care and staffing assignments among Occupational Therapy (OT) divisions and works in collaboration with the other Department Managers. Monitors and ensures service quality, efficiency and effectiveness.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

*Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary



**Typical Duties**

- Maintains an appropriate patient volume and productivity record. Demonstrates advanced competency in evaluation and treatment skills on diverse patient populations.
- Responsible for all items regarding patient care in all level OT positions.
- Assists the Director with overall management of the department by participating in the establishment and monitoring of therapy goals, objectives, policies, procedures, protocols, care standards, quality improvement and budgeting.
- Acts as resource for the OT, Physical Therapy (PT) and Language, Speech, and Hearing (LSH) staff regarding patient care management and/or student program.
- Participates in recruitment, selection and interviewing process.
- Responsible for orientation, supervision, performance evaluation and disciplinary process for all therapy staff.
- Evaluates therapy staff training needs of employees with Director including competencies.
- Mentors all staff as necessary.
- Advises employees regarding patient care, work objectives or projects.
- Recommends based on statistical reports and patient needs the number of competent OT staff to provide patient care.
- Upon approval by Senior Leadership, works with the Academic Center Coordinator of Clinical Education (ACCE) and Field Work Coordinator for the department to schedule and organize OT student and volunteer programs.
- Participates in various interdisciplinary projects, activities, meetings, training sessions, as the need arises or as circumstances warrant.
- Assists Director in organizing operations and management of finances, contracts, office supplies, patient-care statistics, associated databases and record keeping.
- Oversees patient billing and related processes.
- Assists Director in developing and maintaining technological operations including departmental internal computer network and hospital based systems related to OT/PT/LSH.
- Assists in purchase, implementation and operation of new technology to update and streamline documentation.
- Collaborates with the Director and other Department Managers to participate in daily huddle, departmental meetings, assume responsibility for special projects and assists with long-range planning and goals.
- Provides Director with data and reports related to issues that affect clinical outcomes and program success.
- Provides training on OT topics for CCH employees such as department staff as well as in-service for nursing staff, physicians, and other staff to explain splint wearing schedules, handling patients, etc. for ancillary staff to provide appropriate care, as requested. Shares pertinent information with other PT and LSH therapists to support and promote patient care.
- Responds to program related inquiries from outside health agencies, patient complaints and incident reports.
- Assists in preparation of annual operating and capital budget.
- Assists with ordering of supplies based on patient needs.
- Prepares reports and collects statistics to support budget requests.
- Performs other duties as assigned.



### **Minimum Qualifications**

- Bachelor's degree or higher in Occupational Therapy from an accredited college or university
- Current licensure in good standing as an Occupational Therapy in the State of Illinois
- Five (5) years clinical experience as an Occupational Therapist with at least one (1) year of experience in an acute care facility
- Two (2) years of experience supervising or managing OT staff and/or students
- Prior outpatient experience as a student or licensed clinician
- Must be able to travel to work sites throughout Cook County Health
- Proficiency using Microsoft Office
- Current National Board for Certification in Occupational Therapy (NBCOT) certification
- Must possess a Cardiopulmonary Resuscitation (CPR) certification
- Must be able to work evenings, weekends, and/or holidays when and as needed

### **Preferred Qualifications**

- Certified Hand Therapist
- Prior hand or/or splinting experience
- Prior pediatric experience
- Prior burn experience
- Prior neurology experience
- Bilingual Spanish

### **Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of educational and research administration
- Knowledge and understanding of the Microsoft applications (Word, Excel, Access, PowerPoint and Outlook)
- Strong verbal and written communication skills
- Interpersonal skills for managing inter-professional communication required in a multidisciplinary team
- Ability to work collaboratively in a complex organizational culture and reporting structure, including cross-functional coordination with the correctional system
- Cultural and linguistic competence to work with a diverse patient population

### **Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**