



Job Code: 7657

Grade: 23

HCWR: N

Job Title

Physical Therapy Manager

Department

Rehabilitation Services

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

Job Summary

Under general direction, is responsible for the clinical coordination of Physical Therapy Services. Manages daily operations, coordinates patient care and staffing assignments among all Physical Therapy (PT) divisions/locations 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 PT 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.
- Demonstrates leadership qualities, sets a personal example, facilitates a team effort, motivates staff, and fosters professionalism.
- Ability to handle difficult situations involving patients, staff, physicians and others in a professional and collaborative manner.
- Results-oriented with strong critical thinking, problem solving skills and is attentive to detail. . Acts as resource for the Physical Therapy (PT), Occupational Therapy (OT) 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 staffs 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 PT staff to provide patient care.
- Upon approval by Senior Leadership, works with the Academic Center Coordinator of Clinical Education (ACCE) for the department to schedule and organize PT student and volunteer programs.
- Participates in various interdisciplinary projects, activities, meetings, training sessions, as the need arises or as circumstances warrant.
- Demonstrates consideration and sensitivity to ethical issues.
- Communicates to a variety of people inside and outside the institution in relationship to patient care or personnel with guidelines.
- Responsible for care of the environment, equipment, and following any special precautions in the area. Reports equipment malfunction and other environmental problems to maintain safety standards.
- Manages special projects as directed by superiors.
- Prepares reports and collects statistics to support budget requests.
- Assists in preparation of annual operating and capital budget.
- Assists with ordering of supplies based on patient needs.
- Performs other duties as assigned.

Minimum Qualifications

- Current Licensure in good standing as a Physical Therapist in the State of Illinois
- Five (5) years of clinical experience as a Physical Therapist
- One (1) year of experience supervising or managing PT staff and/or students
- Experience working in both inpatient and outpatient services area



Minimum Qualifications

- Must possess a Cardiopulmonary Resuscitation (CPR) certification
- Intermediate proficient using Microsoft Office
- Must be able to travel to work sites throughout Cook County Health
- Must be able to work evenings, weekends, and/or holidays, when and as needed

Preferred Qualifications

- Prior pediatric experience
- Prior outpatient experience
- Prior acute care experience
- Prior burn experience
- Prior neurology experience
- Board-Certified Clinical Specialist
- 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.