



Job Code: 9116

Grade: 22

HCWR: N

Job Title

Occupational Therapy Associate Manager

Department

Rehabilitation Services

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

Job Summary

Under general direction, is responsible for providing support for the clinical coordination of Occupational Therapy Services. Assists in the oversight and management of daily operations, in outpatient and inpatient pediatric and adult services across all Occupational Therapy (OT) locations. This position works in collaboration with the other members of the department's management team. 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

- Demonstrates advanced competency in evaluation and treatment skills on diverse patient populations.
- Maintains an appropriate patient volume and productivity record.
- Responsible for all items regarding patient care in all level OT positions.
- Assists the Manager 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.
- 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 Manager 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 Manager 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 Department staff to participate in daily huddle, departmental meetings, assume responsibility for special projects and assists with long-range planning and goals.
- Provides Manager with data and reports related to issues that affect clinical outcomes and program success.
- Provides training and support on OT topics for Cook County Health (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

- Current Licensure in good standing as an Occupational Therapist in the State of Illinois



Minimum Qualifications

- Three (3) years clinical experience as an Occupational Therapist
- Experience supervising or managing OT staff and/or students
- Experience working in both inpatient and outpatient services areas
- Intermediate 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 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)
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups.
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolutions skills
- Ability to adhere to department policies and standards utilizing best practices
- Ability to train by presenting concepts and demonstrating tasks
- Strong attention to detail, accuracy and precision

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.