National Athletic Trainers' Association

# SAMPLE JOB DESCRIPTION

**TITLE:** Rehabilitation Center Program Director

**ROLE OVERVIEW:** The primary role of the rehabilitation program director is to work with the medical director, interdisciplinary management/staff and vice president of rehabilitation and occupational health services to maintain program excellence and accreditation through the development of a viable interdisciplinary team/partnership.

**PREREQUISITE EXPERIENCE:**

- Minimum of five years management experience in an allied health field, with acute rehabilitation center experience preferred;
- Master's degree in an allied health field, hospital administration or business administration; and
- Minimum of ten years practical, clinical experience preferred.

**PREREQUISITE SKILLS:** Candidates for this position will have:

- Knowledge of and ability to apply facility philosophy, principles and technology;
- Ability to demonstrate, and provide examples of, continuous personal development and improvement in each of the essential functions listed in the section below;
- Familiarity with budgeting principles;
- Knowledge of basic human resource functions;
- Ability to build and lead cohesive, successful team(s);
- Excellent communication skills (verbal and written); and
- Exemplary customer service skills.

**SPECIAL POPULATIONS:** Requires the incorporation of a basic understanding of the behaviors, developmental needs, physical needs, emotional needs and comfort of the child, adolescent, adult and geriatric patient.

**REPORTS TO:** Vice President of Rehabilitation and Occupational Health

**SUPERVISES:** The development and implementation of all rehabilitation programs, working with operational leadership team and medical directors.

**ESSENTIAL FUNCTIONS:** The following functions describe the essential duties of this role. Individuals in this role may not perform all of these duties, or may perform additional, related duties not listed here.

1. Understands and works to meet and exceed the needs of patients.
2. Understands facility goals for customer satisfaction and strives to meet and exceed these goals.
3. Facilitates a strategic plan and vision for the facility that incorporates the strategic goals of the

program,.

4. Works with the operations leadership team, medical directors and program teams to formulate a marketing plan to position facility as the rehab center of choice in the area; interacts with internal/external customers and professional associations to gather input on this plan.
5. Works with the operations leadership team to compile a program evaluation report needed for regulatory/accreditation compliance.
6. Works with medical director and operations leadership team to assure that all policies and procedures are reviewed in a timely manner and are in compliance with regulatory and accreditation standards.
7. Works with medical director and operations leadership team to provide up to date information on regulatory and accreditation standards, and supervises development of action plans to maintain an atmosphere of regulatory readiness at all times.
8. Works with vice president and finance department to oversee and approve a budget that meets customer and business needs.
9. Works with finance, billing compliance and operations leadership teams to assure maximum length of stay and charge efficiency for patients.
10. Communicates financial, marketing and key strategic directions to team to assure all staff, management and medical directors receive the information needed to be successful.
11. Facilitates the development of trusting relationships and partnerships with physicians, payers, patients and co-workers, including a close working relationship with medical directors that includes them in program and policy decisions.
12. Promotes an environment that facilitates innovation, creative solutions and empowerment.
13. Ensures that decisions involve those who perform, and are affected by, the work.
14. Fosters teamwork and organizational structures to improve communication and simplify the organization.
15. Demonstrates competency in leadership skills, work and service.
16. Serves as coach, mentor and positive role model.
17. Holds self and other leaders accountable to the highest standards.
18. Manages department in accordance with state law.
19. Is able to transport patients between facilities as needed for work purposes.