

Rehabilitation and Nutrition Services Senior Manager

Job Title:	Rehabilitation and Nutrition Services Senior Manager
FLSA Classification:	Exempt
Department:	Rehabilitation and Nutrition
Supervisor:	Executive Director

Job Summary

Under the supervision of the Executive Director, the Rehab and Nutrition Svcs Sr. Manager is responsible for planning and implementing the overall rehabilitation and nutrition policies, procedures and services. Ensures efficient and effective operations for physical therapy, occupational therapy and nutrition.

Essential Job Functions

Duties include, but are not limited to:

- Participates as a member of the interdisciplinary team (IDT) and completes initial, semi-annual, unscheduled, and annual assessments; attend morning updates and report changes in participants' baseline status to appropriate staff on a daily basis.
- Manages the day to day activities of the Rehabilitation and Nutrition Department.
- Demonstrates knowledge and proficiency of all rehabilitation and nutrition services.
- Works with the Medical Director and clinical teams to develop policies and procedures and ensure that these are reviewed in a timely manner and are in compliance with regulatory standards.
- Reviews and revises restorative exercises
- Facilitates program approved training, provides training and education to staff on performance improvement.
- Prepares reports regarding rehabilitation and nutrition services, i.e., utilization, performance improvement, service data, xl data and productivity.
- Attend and participate in staff meetings, in-services, projects, and committees as assigned.
- Ensures that project/department goals are met and adheres to approved budget.
- Accept assigned duties in a cooperative manner; and perform all other related duties as assigned.
- Be flexible in schedule of hours worked.
- May require use of personal vehicle

Knowledge, Skills and Abilities

- Proficient knowledge of computer skills. MS Office (Word, Excel, Access, PowerPoint, and Outlook).
- Knowledge of general office procedures, equipment and filing systems.
- Ability to communicate effectively, both orally and in writing.
- Ability to quickly learn department policies, procedures, goals, and services.
- Skill: Attention to detail and accuracy.
- Ability to change priorities regularly.
- Add the additional job specific knowledge, skills and abilities for this job

Working Conditions and Physical Demands

The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to access all areas of the center throughout the workday.
- Ability to lift up to 35 pounds occasionally, 15 pounds frequently, and 7 pounds constantly; required to obtain assistance of another qualified employee when attempting to lift or transfer objects over 25 pounds.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment.

Experience

- Three (3) to five (5) years of supervisory experience required.
- Minimum of one (1) year of documented experience working with a frail or elderly population.

Education and Certification

- Bachelor's degree in physical therapy, occupational therapy or nutrition from an accredited program, required.
- A Master's degree within the field of Healthcare Management, preferred.
- Current CPR/BLS Certification
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact.



Core Values

- **Respect** at the core of our interactions.
- **Honesty and Integrity** with every endeavor
- **Patient – Centered** care aligned with participant values, beliefs, and preferences.
- **Encouragement** that motivates and empowers others to be the best they can be.
- **Quality Care** that is efficient, transformative and innovative.

Acknowledgment

I have read the above job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Innovative Integrated Health (IIH) for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work. Furthermore, IIH reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

I understand that employment at IIH is “at will”, meaning that employment is for no definite period of time and may be terminated by me or IIH at any time and for any reason.

Employee Print Name

Employee Signature

Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.