

PHYSICAL THERAPY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for coordinating the functions of the physical therapy department with other facility departments in the Ulster County Residential Health Care Facility. An incumbent in this class coordinates, supervises and participates in the provision of services to residents upon the written order or referral of a physician who provides medical direction. The Coordinator is responsible for the functions of the total program and its operation within the agency under the general direction of the Facility Director. Supervision is exercised over employees assigned to the program. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Coordinates, plans, develops and evaluates physical therapy programs and activities;

Monitors compliance with current New York State applicable regulations;

Reviews requests for physical therapy and physicians' orders;

Evaluates residents to determine treatment needs and selects rehabilitation and therapeutic activities and exercises based on the medical and social history of the residents;

Demonstrates the use of medical appliances involved in physical therapy to caregivers and residents as needed;

Coordinates treatments and schedules with the interdisciplinary care team and other related department supervisors;

Meets with administration, medical and nursing staff in planning therapy services;

Treats residents directly where indicated;

Interprets physical therapy policies and procedures to personnel, residents and family members as necessary;

Maintains resident treatment and evaluation records to facilitate review for reimbursement and billing purposes;

Provides necessary material and equipment for residents to perform required therapy, including activities related to ordering and obtaining approval from Medicare/ Medicaid for reimbursement purposes;

Participates in the selection and training of personnel involved in the physical therapy program;

Reviews policies, procedures and job descriptions annually and participates in making recommended changes;

Performs administrative requirements such as completing forms, reports, etc. and assisting in the development of the physical therapy department budget.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, techniques and practices of physical therapy; thorough knowledge of the operation and minor maintenance of apparatus and equipment used in physical therapy; thorough knowledge of community resources applicable to physical therapy; ability to plan, evaluate, direct and supervise the work of others involved in a physical therapy program; ability to establish and maintain satisfactory relationships with others; ability to relate and coordinate the physical therapy program to other related disciplines; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Physical Therapy and four (4) years of experience as a Physical Therapist.

Special Requirement: Possession of a license and current registration issued by the New York State Department of Education to practice as a Physical Therapist.

ULSTER COUNTY
4805 PHY TH CD
Classification: Competitive
Grade: 22
Union: CSEA

Adopted: June 30, 1993