



Job Title: Director of Medical Rehabilitation

Supervisor: President/CEO

Position Status: Exempt

Supervises: Therapists, Interns, Volunteers

OBJECTIVES OF THE JOB: The Director of Medical Rehabilitation develops monitors and manages the operations of the Medical Rehabilitation Programs in order to meet the needs of the community and support the strategic goals and mission of Easter Seals Oklahoma. Responsibilities include administering, managing and evaluating the Medical Rehabilitation Programs that are mission-based, fiscally responsible and that meet or exceed the requirements of regulatory and/or certification agencies.

DUTIES AND RESPONSIBILITIES:

1. Oversees development and coordination of Early Intervention Services, Occupational Therapy, Physical Therapy, Speech Therapy, and Direct Services. Work closely with relevant staff in coordinating these programs.
 - Ensure children in center and community have access to services
 - Ensure services are performed in professional and ethical manner
 - Communicate and work with COO to ensure services are authorized and billing for services completed
 - Analyze financial aid requests for children and adults and determine if requests meet ESOK criteria

2. Coordinate the day-to-day operational aspects of the Medical Rehabilitation program to include scheduling, training, direct services, and other administrative duties.
 - Conduct Social Skills Groups
 - Provide one-on-one instruction as needed
 - Provide functional behavior assessments and behavioral intervention plans when needed
 - Provide services to help the child transition to public schools and assistance with IEPs as needed
 - Provide school consultation services as needed
 - Monthly meetings with parents with behavioral plans

3. Provide leadership in the areas of clinical and educational services, program

- evaluation, program development and training.
- Provide monthly parent trainings
 - Ongoing teacher assessment (implementation of plans and classroom strategies)
 - Hands on/modeling of strategies in the classroom
4. Design, implement, and manage evidence-based ABA services (therapy, assessment, parent training, teacher training, etc.)
 - Establish and coordinate systems for the review of individual student progress and data based modification of student learning programs
 - Data collection of behavior and progress is constantly measured to evaluate the effectiveness of the interventions set in place
 - Data collection tools used include: parent questionnaires, social skills checklist, Frequency and Duration recording, anecdotal records, ABC charts, Functional Behavior Assessments, and Behavior Intervention Plans
 5. Build relationships with parents, the community and local leaders.
 - Provide assistance to local support groups
 - Provide assistance/referrals to individual families in all communities in Oklahoma
 - Provide trainings to outside groups and school staff
 6. Ensures compliance with appropriate standards of accreditation and licensing agencies.
 - Maintain current knowledge of standards and revisions to regulations and keeps up-to-date on current legislation and regulations that apply to rehabilitation services and clients.
 7. Coordinate and implement annual and long-range program development of Medical Rehabilitation program supporting the overall strategic plan.
 8. Research and identification of programmatic funding opportunities in conjunction with the Marketing & Development Director.
 9. Develops and monitor the departmental business plan, specifically regarding progress toward or attainment of the stated goals. Communicates the plan and department performance related to the plan to administration, including variance reports addressing positive and negative variances, possible contributing factors and an action plan, when appropriate, to address the variance.
 10. Take active role in budgeting process; including ensuring program budgets are followed and revenue goals are met.
 11. Maintain records of program activity.
 12. Coordinate efforts of annual reporting.
 13. Maintain confidentiality of sensitive agency information and integrity of information related to Easter Seals Oklahoma programs and clients served.

14. Maintains corporate compliance and HIPAA programs. Monitors employee training and compliance and collaborates with the Early Learning & Inclusion Academy annual and ongoing training planning.
15. Collaborates with other organizations in the community to identify program needs and maximize program potential through coordinated service delivery.
16. Is an active member of Easter Seals Oklahoma management team as indicated by participation in the strategic planning process and the development of departmental strategic goals that coincide with the overall plan.
17. Maintains and updates policies and procedures for the rehabilitation program to comply with all applicable rules, standards and regulations.
18. Perform other duties as assigned.

QUALIFICATIONS:

- Minimum Bachelor's degree in Special Education, Social Work or health related discipline with a Master's degree preferred. Nationally board certified and state licensed BCBA preferred. BCBA must be in good standing with BACB.
- Minimum of two years experience working with young children with disabilities, including experience in ABA practice.
- Advanced written and verbal communication, including public speaking skills.
- Must be skilled in consulting parents and teachers and able to work with other professionals in the field.
- Superior organization, prioritization and attention to detail.
- Advanced problem solving abilities and multi-tasking skills.
- MS Word, Excel, PowerPoint, Microsoft Outlook, and database management skills.
- Willingness to work irregular hours, including some weekend hours, on a limited basis.
- Off-site, state and regional travel is required. Current Oklahoma Driver's License and vehicle insurance is required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- This job requires frequent bending/stooping and occasional to frequent squatting/crouching, reaching above the shoulder, and pushing and pulling.
- There is occasional lifting up to 45 pounds to assist the lifting of chairs, classroom equipment and supplies.
- Must be able to supervise students in and outside the classroom. Such Supervision includes but not limited to proper handling of a child that bites, kicks, and pinches and is unruly.
- Must be able to communicate with student and parents.
- Must be able to show patience under stressful conditions.
- The ability to lift children and to take care of their basic needs is essential.

Benefits Package:

- Vacation – Accrued per pay period - First year, 15 days
 - Over 1 year, 20 days
- Sick Leave – Accrued per pay period - 6 days per year
 - After 5 years, 12 days per year
- Personal Days – 2 days per year – given at the beginning of the fiscal year
- Holidays – 8 paid holidays
- Insurance
 - Medical Insurance – Blue Cross Blue Shield – Company pays 50% for employee and 30% for dependents
 - Dental Insurance – Delta Dental – Company pays 50% for employee and 30% for dependents
 - Life Insurance – Company pays 100% for a \$15,000 policy for employee and \$10,000 for each dependent
 - Other coverages offered at employee cost
 - Vision, short term disability, long term disability, cancer, extra life insurance, accident, etc.
 - Workman's Compensation – Company pays 100%
 - Unemployment Insurance – Company pays 100%
- Retirement – 403(b) plan. Company contributes 5% of annual salary after 1 year service. Vesting is 3 years
- Company pays for conferences and travel for educational training that will benefit the staff and the company.
- Company pays mileage for local in-state travel

Salary:

\$55,000 - \$60,000. Salary commensurate with experience.

To Apply:

Please forward resume and cover letter to:

Debbie Rucker, COO

drucker@eastersealsoklahoma.org

405.239.2525 x11

405.239.2278 (fax)

701 NE 13th Street

Oklahoma City, OK 73104

You can also view the position description and application at

<http://eastersealsok.org/about-us/employment-opportunities/>.

Position will remain open until filled.