

**County of Humboldt Job Specification**  
**SUPERVISING THERAPIST**  
**Classification 0940**  
**FLSA: Exempt**



**DEFINITION**

Under general direction, plans, implements, and evaluates the Medical Therapy Unit. Supervises, coordinates, and reviews the work of the staff providing physical and occupational therapeutic and rehabilitative services to qualifying children and young adults; performs and directs physical and occupational therapy for the more complex and difficult cases; collaborates with physicians, therapists, parents, and other caregivers in furthering clients' neuro-muscular development; provides responsible staff support to management in areas of expertise; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general operational direction from assigned supervisory and management personnel. Exercises direct and general supervision over professional and technical staff pertaining to the Medical Therapy Program.

**CLASS CHARACTERISTICS**

This is the full supervisory level in the physical/occupational therapist series that exercises independent judgment on diverse and specialized therapeutic services, with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of professional and administrative support staff providing therapeutic and rehabilitative services; incumbents also provide therapeutic services for the more complex client cases. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

- Plans, organizes, supervises, reviews, and participates in the work of assigned staff responsible for the provision of therapeutic and rehabilitative services to help clients optimize their ability to accomplish daily living tasks.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Assists in developing and implements program goals and objectives; monitors operations and activities of assigned program; identifies opportunities for improving service delivery methods, training, work standards, policies, and procedures; provides recommendations concerning changes; reviews with appropriate management and medical staff; implements improvements.

- Determines and recommends equipment, materials, and staffing needs for the assigned programs and activities; monitors, controls, and orders supplies and equipment.
- Provides technical consultation and guidance to staff members on difficult client cases and manages the most complex and/or highly sensitive cases; reviews and approves assessments, treatment plans, reports, and other documentation prepared by staff; conducts quality control audits to ensure that program activities and therapeutic plans are properly documented; prepares case review summaries.
- Develops evidence-based physical/ occupational therapy programs and provides medically necessary treatment to assist a child's development, attainment of age-appropriate self care skills and gross/fine motor skills including improving strength, range of motion, balance, visual motor skills, home and community participation; sets measurable goals in partnership with the youth or child and family, as prescribed by California Children's Services (CSS) panel physicians.
- Consults with and serves as a liaison with parents, community organizations, schools, and other organizations and programs to facilitate comprehensive approaches to therapeutic services; ensures problem resolution and compliance with regulatory and administrative requirements.
- Coordinates periodic clinics to provide clients with comprehensive, multidisciplinary therapy and medically related services.
- Prepares and submits reports on program operations for review by management and partner agencies and in compliance with state mandates; supervises the preparation and maintenance of program reports, records, and files.
- Attends and participates in professional group meetings and conferences; consults, explains, and interprets program and services to professional and community groups.
- Performs related duties as assigned.

*The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles, practices, objectives, and methods of physical/occupational therapy treatment.
- Gross/Fine motor and developmental standards and progressions.
- Physical and psychological obstacles confronted by children and youth experiencing impaired function.
- Medical, social services, educational, and community resources available to serve the needs of families and their children.
- Diagnostic and prognostic tests used in evaluations.
- Neuromuscular function and dysfunction, including skeletal and muscular anatomy.
- Kinesiology, motor learning and planning, and modalities of treatment.

- Cognitive, psychological, socioeconomic, and social factors that impact clients and their families.
- Methods and procedures for developing and evaluating program quality improvement, quality assurance, and effectiveness.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Recent and on-going developments, current literature, and sources of information related to physical therapy and occupational therapy programs and services.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards for assigned programs.
- Planning, coordinating, and directing effective medical therapy services.
- Evaluate, develop, and implement physical therapy/occupational treatment plans for children and youth with special health care needs.
- Explain and interpret physical therapy/occupational therapy tests, diagnosis, objectives, and methods to clients, parents, physicians, colleague therapists, speech therapists, nurses, social workers, school staff, coordinating agencies/community partners, and others.
- Work as a team member in the therapy effort to ensure carryover in the treatment and training of clients; integrate physical therapy/occupational therapy activities with other medical and developmental programs.
- Develop therapeutic relationships with clients and their families from diverse backgrounds.
- Research, evaluate, and integrate evidence-based practices in the evaluation and treatment of clients.
- Prepare accurate and complete case notes, correspondence, reports, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Must be a graduate of an American Commission on Accreditation in Physical Therapy Education (CAPTE) college or university, or other educational standards as set forth by the Physical Therapy Board of the State of California; or

Must be a graduate of an American Occupational Therapy Association (AOTA) or the Accreditation Council for Occupational Therapy education (AOTE) certified college or university, or other educational standards as set forth by the Occupational Therapy Board of the State of California

**and**

Desirable Experience: Three (3) years of credentialed experience performing physical and/or occupational therapy with children including two (2) years in the treatment of children with cerebral palsy or other neuro-muscular or musculoskeletal conditions.

**Licenses and Certifications:**

- Must possess a valid license as a Physical Therapist issued by the Physical Therapy Board of California OR possess a valid license as an Occupational Therapist issued by the Board of Occupational Therapy of California.
- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Possession of a valid and current Cardiopulmonary Resuscitation (CPR) certificate.

**PHYSICAL DEMANDS**

- Mobility to work in a standard office setting, or clinical setting, and use standard office equipment, including a computer; required to bend, stoop, kneel, reach, push, and pull in order to provide services to clients; ability to lift, carry, push, and pull materials and objects up to 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff, in order to move equipment and assist with client transfers and demonstrate strengthening program.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

**ENVIRONMENTAL CONDITIONS**

- Office environment with moderate noise levels, controlled temperature conditions, some direct exposure to hazardous physical substances, and exposure to bodily fluids.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**ADDITIONAL REQUIREMENTS**

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).