

**CLASS TITLE: ASSISTANT ADMINISTRATOR,
REHABILITATION UNIT**

**Class Code: 02881700
Pay Grade: 37A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Chief Administrator in managing the day-to-day operations of the Dr. John E. Donley Rehabilitation Center as well as various other activities; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Chief Administrator, with wide latitude for the exercise of initiative and independent judgment; work is subject to review for compliance with departmental policies, objectives, rules, and regulations, and the provisions of the Act and pertinent state laws.

SUPERVISION EXERCISED: Plans, organizes, supervises, and reviews the work of medical, technical, contractors and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Chief Administrator in managing the day-to-day operations of the Dr. John E. Donley Rehabilitation Center as well as various other activities.

To manage, assign and oversee the work of a multidisciplinary staff including but not limited to workers' compensation patient care coordinators, physical therapists, occupational therapists, vocational rehabilitation counselors and other contracted employees engaged in providing rehabilitative services to the client population; to ensure that appropriate staffing requirements are met.

To coordinate the necessary activities to evaluate rehabilitation programs submitted to the Chief Administrator for approval as provided in the Workers' Compensation Act.

To oversee major projects (i.e. technological implementation/enhancements) impacting the operations of the Donley Rehabilitation Center ensuring that the projects are completed in a timely manner and within budget.

To review facility activities and data to aid in the planning, management and improvement of service utilization and delivery.

To take part and/or oversee operational studies for the purpose of evaluating the efficiency and effectiveness of the Donley Rehabilitation Center operation.

To prepare analyses and reports for use by the Chief Administrator in order to evaluate the efficiency and effectiveness of current policies and/or procedures of the Donley Center.

To establish and maintain working relations with various agencies and with individuals who are in the positions to aid the Donley Rehabilitation Center. To serve as a liaison between the Donley Center and the Workers' Compensation (WC) court; to meet with WC court officials to address rehabilitative mandates; to analyze court reports and implement mandated actions in a timely manner.

To advise and/or consult with the Chief Administrator on matters relating or pertaining to the administration of the Donley Rehabilitation Centers.

To maintain awareness in advancements in medicine, diagnostic tools treatment plans, technological tools and equipments, as well as regulations and implement such tools for the purpose of improving the operation and or quality of service provided.

To work with the in-house physician to identify operational needs; to develop policies and procedure impacting the operation of the Donley Rehabilitation Center.

To address facilities matters in conjunction with the building superintendent and other Department of Labor and Training (DLT) representatives; to take part in the procurement of facilities and maintenance services.

As required, to manage a caseload providing intake services, and other activities involving the orientation, assessment and evaluation, program management, treatment, training, as well as referral, discharge and follow-ups of injured workers referred to the Donley Center.

To give publicity to the program on a statewide basis through personal interviews, conferences, addresses and other means.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of management of a rehabilitative facility; working knowledge of the Workers' Compensation Act and the ability to apply such knowledge in the supervision and administration of a program involving workers' compensation; a through knowledge of general methods, procedures, and practices relative to workers' compensation; the ability to deal effectively with employees, labor organizations and other representatives; the ability to interpret and explain pertinent provisions of laws and regulations; the ability to plan, organize, supervise and review the work of a subordinate technical and clerical staff; the ability to prepare extensive written reports when required; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a bachelor's degree in nursing, social work, hospital management, hospital administration, public administration, vocational rehabilitation and other related field; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory or technical capacity managing a rehabilitative facility analyzing and applying appropriate laws, rules, and regulations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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