

Title: Occupational Therapy Department Manager

Employee Name:

Direct Supervisor: Associate Director

Pay Grade Level:

FLSA Status: For purposes of employment standards, this position is categorized as full-time, salaried, and exempt from the overtime provisions of the Fair Labor Standards Act. Benefits are available pursuant to Disability Advocates' policies for a full-time, salaried, exempt employee.

Summary

The Disability Advocates Occupational Therapy (OT) Department Manager will manage, ensure accountability, and provide direction through collaborative work with Disability Advocate's OT Program staff to create a dynamic and impactful team that results in community awareness of the services provided by the OT Program and Disability Advocates. The OT Manager will also work to encourage and ensure collaboration between members of the OT Team and the other Independent Living programs at Disability Advocates, and throughout the organization. They will work to expand the scope of the OT Program to better reach targeted groups and achieve the program's financial goals. In addition to supervising OT staff, the OT Manager is responsible for the coordination of multiple grant funded services and participates in specific community projects as a representative of Disability Advocates.

Areas of Responsibility, Related Outcomes, and Essential Job Duties

Supervisory Responsibilities: The OT Manager will ensure that department staff complete their duties per their position description and as assigned, that all necessary reporting is timely and accurate, and that efforts are made to expand services.

Outcomes:

- Accurate grant management and reporting, including fiscal tracking and projections.
- OT staff assignments and their adherence to grant specifications are met.
- Activities are documented according to Disability Advocates policies.
- Completed employee records and service reports according to agency standards and timelines.

Essential Job Duties:

1. Develop agendas and lead monthly team meetings.
2. Provide OT Department specific orientation and training to new department staff in database data entry.
3. Meet with Associate Director regularly for coaching and one-on-one supervision.
4. Work with Operations Manager to optimize database usage and when needed, create new reports.
5. Work with Operations Manager to document and update changes to job processes for inclusion in Disability Advocates program manual.
6. Reports, goals, reviews, job descriptions, timesheets and budgets are completed accurately and within required time limits.
7. Actively participate in managers meetings, staff meetings/retreats and internal committee meetings, as scheduled, and complete assigned tasks from meetings on

time.

8. Meet with direct reports to monitor progress of activities and goals, address issues and concerns, provide support, and hold accountable for the provision of services.
9. Ensure staff adherence to current database procedures and compliance through routine reviews of employee documentation.
10. Ensure procedures are in place for needed staff coverage of programs.
11. Work closely with the Workforce Development Manager, Independent Living Manager and Community Engagement & Advocacy Manager, along with the Associate Director, for a cohesive and mutually supporting service delivery process.
12. Ensure compliance with all program services, contracts, and grants.
13. Work on-site and adhere to Disability Advocates HIPAA and Confidentiality Policies.
14. Ensure that both qualitative and quantitative data from program surveys and follow-up inquiries is collected and tracked for use.
15. Ensure focus and progress on outreach and networking to expand services.

Service Provision: The OT Manager ensures that all required Occupational Therapy Services are provided. This includes completing OT evaluations to identify barriers within a person's home or work and completing documentation and reports to include recommendations for modifications and equipment, referrals, and data required by grants and fee for service referral sources.

Outcomes:

- Program grant facilitation, maintenance, and development is prioritized and documented.
- Consumers are supported through the assessment process and identification of need.
- OT follow-up includes procurement and use of adaptive equipment, consumer training, and completion of any home modifications.
- OT Manager and staff determine if funds are available for equipment and modifications according to grant specifications.
- IL plans, required documentation, and reporting are produced for consumers in a timely, accurate and person-centered approach.

Essential Job Duties:

1. Provide oversight on staff accountabilities, and direct participation as needed, for: providing information about home modification, Assistive Technology (AT), and Durable Medical Equipment (DME) resources at Disability Advocates and at other organizations which support Independent Living (IL) goals; and completing internal and/or external referrals to people with disabilities (PWDs), family members, and others in the community. (OT Home Assessment)
2. Provide oversight on staff accountabilities, and direct participation as needed, for: distributing and collecting program registration and eligibility packets, and completing program eligibility determination; completing home evaluations, purchasing equipment, providing assistive technology trainings and equipment training visits; and, presenting at community events, health fairs, and staff in-services to promote the value and impact of IL/OT Services and promote the IL philosophy.
3. Provide oversight on staff accountabilities, and direct participation as needed, for PWDs acquiring/increasing access to the community through paratransit service. (Go Bus)
4. Provide oversight on staff accountabilities, and direct participation as needed, for the

Home Assessment Tool to be used to collect needed data for the OTR's.

5. Provide adaptive home adjustments through maintenance and repair projects on the primary residence of eligible, low-income senior homeowners who are at least 62 years old. (HUD Older Adults Home Modification Program Grant)
6. Provide internal or external referrals for services and collaborate and follow up with all disciplines involved with the referral and plan as applicable.
7. During home evaluation: Provide instruction, demonstration, pictures, or diagrams of recommendations/equipment with consumer; Include consumer's caregiver/family in teaching; and, complete case notes, all as applicable.
8. Ensures that OT evaluation forms and reports, and all required paperwork, are completed accurately and on time.
9. Ensure that co-pays are collected at the time of the home visit, or that other arrangements are noted in case notes.

Outreach and Resources: The OT Manager will build knowledge of resources in the community regarding funding, equipment, builders, and services; educate the community about Disability Advocates and OT Department services through outreach and networking to increase referrals and Disability Advocates connections.

Outcomes:

- Community connections are developed in support of modifications requiring specific levels of expertise: universal design, ramps, etc.
- Community services are aware of Disability Advocates services.
- Information regarding other community resources is gathered and shared with all Disability Advocates staff.

Essential Job Duties:

1. Represent and promote Disability Advocates and OT Department Services with participation in community initiatives/committees (as assigned) on a regular basis and report to Disability Advocates Associate Director.
2. Share with IL Department or Disability Advocates staff new information learned from continuing education, committee work, community resources, and meetings, as appropriate.
3. Participate in continuing education to maintain license/certification credentials and learn most up to date AT, UD, and OT techniques.
4. Provide I&R specific to OT services as needed.
5. Develop and maintain networking relationships with vendors and community programs of benefit to Disability Advocates consumers.
6. Collaborate to update OT Department brochure, website and other collateral as needed.

Expected Skills and Attributes

Skills:

- Presentation and networking skills.
- Strong knowledge base and experience in home accessibility, certified aging in place specialist (CAPS) or other qualifications are a plus.

- Fiscal management and grant tracking; Will work closely with finance department on grant tracking.
- Strong written and oral communication skills, including public speaking.
- Excellent documentation skills.
- Detail oriented and able to balance multiple tasks.
- Supervisory experience.

Attributes:

- Commitment to and knowledge of the Independent Living movement and philosophy and person-first perspective.
- Interpersonal skills and ability to participate in and work to build a collaborative team.
- Strategic thinker with the capacity to see both the larger picture and the detailed steps needed to achieve it.
- Ability to work collaboratively and independently in a fast-paced, passionate, structured, and diverse environment.
- Willingness to learn and apply new concepts.
- Accountability to confidentiality.
- Ability to maintain professional and interpersonal relationships with all parties relevant to Disability Advocates programs and projects and always represent the best interests of Disability Advocates.

Qualifications and Important Requirements

Education: Bachelor's or master's degree in occupational therapy and current license as a Registered Occupational Therapist in good standing with the State of Michigan (maintenance of valid state OT license is a condition of employment).

Experience: Work and/or training in various dimensions of occupational therapy, particularly in residential settings. Experience related to home modifications, universal design, and adaptive home solutions is required.

Work Environment and Physical Abilities: This is a standard office environment. Extensive keyboard activity and telephone communication are expected. In addition, attendance at meetings in and out of the office and home visits is expected; therefore, a self-identified mode of transportation is required.

Communication with Disability Advocates' coworkers, supervisor, directors, board members, and outside entities to successfully perform functions of the job is expected.

Impact on Programs, Services and Operations

This position provides integral and necessary support functions for the success of the Occupational Therapy Department, the organizations operations, and the community at large. It serves as a

resource in supporting Disability Advocates' mission and promoting Disability Advocates core values through the achievement of identified outcomes for consumers and community entities.