

**REHABILITATION TECH
JOB POSITION DESCRIPTION**

POSITION:	Rehabilitation Tech
SUPERVISED BY:	Rehabilitation Tech Supervisor
POSITION/INDIVIDUALS SUPERVISED:	N/A
INTERRELATIONSHIPS:	Maintains open communication lines with facility staff, attending clinicians and physicians, clients and families. Liaisons with community agencies, vendors, and payors of health services.
POSITION PURPOSE:	
<p>The Rehabilitation Tech will stay in constant interaction with the Rehabilitation Tech Supervisor to maintain the day-to-day operations of the facility. Supervision and training of all rehabilitation technicians is mandatory. Responsibilities also include being on site in order to maintain a safe and healthy environment for staff and clients. Under the direction of the Facility Director, this position is also responsible for ensuring the implementation of all policies and procedures that apply to clients.</p>	
POSITION REQUIREMENTS/QUALIFICATIONS	
1. EDUCATION:	A minimum of High School education or GED preferred
2. EXPERIENCE:	A minimum of one (1) years' experience in treatment industry preferred
3. LICENSURE/CERTIFICATION:	Maintains current CPR certification.
4. KNOWLEDGE AND TRAINING REQUIRED AT TIME OF HIRE:	<ul style="list-style-type: none"> o Patient Confidentiality Laws o Ability to multitask o Knowledge of Drug-Free Workplace Policies o Knowledge of Workplace Violence
5. AGE SPECIFIC INDIVIDUALS SERVED/ RESPONSIBILITY:	Adults
7. EMPLOYEE CLASSIFICATION:	Exempt

WORKPLACE ENVIRONMENT																																																																																																									
1. ENVIRONMENTAL CONDITIONS:	Position requires work in a temperature-controlled environment; 80%-90% of the time spent indoors.																																																																																																								
2. MACHINES/EQUIPMENT USED:	Computer Fax Machine Telephone System	Calculator Copy Machine ID Camera																																																																																																							
3. PHYSICAL & MENTAL DEMANDS:	<table border="1"> <thead> <tr> <th colspan="5">PHYSICAL DEMANDS</th> </tr> <tr> <th>Physical Tasks</th> <th>0-25%</th> <th>26-50%</th> <th>51-75%</th> <th>76-100%</th> </tr> </thead> <tbody> <tr> <td>Standing</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Walking</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Bending</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Crouching</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Carrying</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pushing</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pulling</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sitting</td> <td></td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Reaching</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reading</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>Driving</td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="5">LIFTING/LOWERING</th> </tr> </thead> <tbody> <tr> <td>Light (1-20 lbs.)</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Medium (21-50 lbs.)</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Heavy (51+ lbs.)</td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="4">MENTAL DEMANDS</th> </tr> <tr> <th>Psychological</th> <th>High</th> <th>Medium</th> <th>Low</th> </tr> </thead> <tbody> <tr> <td>Mental Stress</td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Work with Others</td> <td></td> <td>X</td> <td></td> </tr> </tbody> </table>				PHYSICAL DEMANDS					Physical Tasks	0-25%	26-50%	51-75%	76-100%	Standing		X			Walking		X			Bending	X				Crouching	X				Carrying	X				Pushing	X				Pulling	X				Sitting			X		Reaching	X				Reading				X	Driving	X				LIFTING/LOWERING					Light (1-20 lbs.)		X			Medium (21-50 lbs.)		X			Heavy (51+ lbs.)	X				MENTAL DEMANDS				Psychological	High	Medium	Low	Mental Stress		X		Work with Others		X	
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SPECIFIC AREAS OF RESPONSIBILITY TO POSITION

- Create and support an environment of recovery within the standards of ClearVision Health and Wellness (CVHW)
- Show up to work dressed appropriately (business casual) and with an attitude of helpfulness
- Ensures admission and intake procedures are followed
- Work as a team to attend to all daily operations
- Supervises client activities and observes any issues within the community
- Participate in staff meetings as needed
- Observes and conducts urine drug samples
- Notify clinical staff of any client concerns
- Facilitate group sessions with clients daily
- Clear communication with supervisors and coworkers
- Report maintenance or vehicle problems to Rehabilitation Tech Supervisor in a timely manner.
- Write detailed, concise shift reports
- Monitor cameras and all movement throughout the building
- Transport clients to treatment as well as to any appointments/meetings using the company vehicle
- AMA Blocking and discharge as necessary
- Clean/redress bedrooms
- Restock bathrooms as needed
- Comply with all regulatory requirements
- Conduct monthly in-service trainings
- Ensure facility policies and procedures are followed consistently
- Work with Rehabilitation Tech Supervisor to document all trainings
- Maintains appropriate boundaries and ethical behavior with clients, families, and other professionals
- Other duties as assigned by supervisor and/or other management

CERTIFICATION OF RECEIPT AND UNDERSTANDING

I hereby certify that I have reviewed a complete copy of my position description and workplace environment and understand my duties, responsibilities and workplace environment as described in the job description. I agree to perform the duties herein.

Employee Signature

Date

Supervisor Signature & Title

Date