

**REHABILITATION TECH - SUPERVISOR
JOB POSITION DESCRIPTION**

POSITION:	Rehabilitation Tech Supervisor
SUPERVISED BY:	Assistant Executive Director
POSITION/INDIVIDUALS SUPERVISED:	Rehabilitation Techs
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:	
The Rehabilitation Tech Supervisor will stay in constant interaction with the Assistant Executive Director to maintain the day-to-day operations of each 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 the ensuring the implementation of all policies and procedures that apply to clients.	
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 Leadership Skills o Knowledge of drug and alcohol treatment 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:	<table border="0"> <tr> <td>Computer</td> <td>Calculator</td> </tr> <tr> <td>Fax Machine</td> <td>Copy Machine</td> </tr> <tr> <td>Telephone System</td> <td>ID Camera</td> </tr> </table>	Computer	Calculator	Fax Machine	Copy Machine	Telephone System	ID Camera																																																																																															
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6. POTENTIAL WORKPLACE HAZARDS:	Normal Workplace Hazards																																																																																																					
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SPECIFIC AREAS OF RESPONSIBILITY TO POSITION

- Provides leadership for Rehab Tech staff and works collaboratively with Senior Leadership
- Participates in the interview and hiring process for Rehab Tech staff
- Ensures proper training of intake procedures, daily responsibilities for each shift
- Responsible for staff work schedules and ensures department is staffed accordingly on each shift
- Prepare and conduct performance appraisals on Rehab Tech staff
- Coach, counsel, and discipline Rehab Tech staff
- Process and submit Rehab Tech staff time sheets on a weekly basis
- Supervises client activities and observes and issues within the community
- Participate in staff meetings as needed
- Observes and conducts urine drug samples
- Notify clinical staff of any client concerns
- Facility group therapy sessions with clients daily
- Clear communication with supervisors and coworkers
- Report maintenance or vehicle problems to Associate Executive Director in a timely manner.
- Write detailed, concise incident reports
- Comply with all regulatory requirements
- Conduct monthly in-service trainings
- Ensure facility policies and procedures are followed consistently
- Work with Associate Executive Director to document all trainings
- Be available to handle staff and client issues as needed
- 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