



JOB TITLE	Site Manager	WORK SCHEDULE	varies, exempt
DEPARTMENT	Therapy	REPORTING STAFF	10+
SUPERVISOR	Director	POSITION NUMBER	18003

August 2003

This document reflects Idaho Elks Rehabilitation Hospital's best effort to describe the essential functions and essential qualifications of the position described. Nothing in this document is intended to exclude the opportunity for modifications or adjustment to the job or the manner of performing it consistent with the requirements to provide reasonable accommodation to the disabled. **With or without accommodation the essential functions must be performed.** Should you be unable to accomplish any function you may request reasonable accommodation pursuant to the American's with Disabilities Act and the Idaho Human Rights Act. If you are selected for an interview, you should present your request for reasonable accommodation accompanied by a description of how you propose to perform the essential functions.

The content of this document is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

If you have any questions regarding this information, please contact the Employee Services Office.

IERH Core Values - the performance of **all** members of the Idaho Elks Rehabilitation Hospital team is based on the following requirements:

INTEGRITY - Demonstrate our ethics by telling the truth, keeping commitments, and having the courage to always do the right thing. We respect the privacy, property, and choices of everyone.

EXCELLENCE - Work as a team and support each other to help our patients achieve the best outcomes.

RESOURCEFULNESS - Challenge ourselves to provide the best care and treatment for our patients, creating new ways to reach goals through improved techniques, flexible management, and the efficient use of resources.

HUMANITY - Provide compassionate care for all who are in need of our services regardless of race, gender, national origin, religion, or ability to pay.

POSITION STATEMENT - Describes the general, overall purpose of the position.

Responsible for the successful design and implementation of occupational, physical, and speech therapy services at the designated site.

ESSENTIAL QUALIFICATIONS - Requirements an individual must meet in order to be eligible for the position, including knowledge, skills, education, experience, and certification/registration/licensure.

- Bachelor's degree or master's degree in occupational, physical, or speech therapy.
- Current license in the state of Idaho.
- 2+ years supervisory experience in a health care setting.
- 5+ experience as a licensed therapist.
- Comprehensive knowledge of diagnostic and treatment techniques and procedures, and education pertaining to therapy.
- Knowledge of budgetary, quality assurance, and rehabilitation principles.
- Proven time management skills and ability to handle multiple priorities.
- Excellent interpersonal and group communication skills.

NON-ESSENTIAL QUALIFICATIONS - Attributes that will enhance an individual's chance for success in the position.

- Master's degree in a related field.

ESSENTIAL JOB FUNCTIONS - Fundamental job duties that are essential because (1) the position exists to perform the function, (2)

the number of employees available to perform the function is limited, or (3) the function is so highly specialized that the person is hired for his or her expertise or ability to perform the function.

- (55%) As a member of the SLIERS Leadership Council, develops and implements the assigned segments of the strategic plan that includes marketing, financial, human resources, and other program objectives including management of operations and direct supervision and professional development of therapy staff.
- (50%) Provides direct patient care.
- (4%) Evaluates program to ensure it meets performance criteria for accrediting agencies such as CARF/JCAHO as applicable.
- (1%) Performs additional duties deemed necessary to the position and its function.

IMPORTANT INFORMATION: The following three sections on physical requirements, environmental factors, and typical manner of accomplishing essential job functions, describes the anticipated typical means of accomplishing the essential functions of the job. Should you be unable to accomplish any function, or to perform in the manner described, you may request reasonable accommodation pursuant to the Americans with Disabilities Act and the Idaho Human Rights Act. Your request for reasonable accommodation may be made to the department manager or the Human Resource representative and needs to be accompanied by a description of how you propose to perform the essential function(s).

PHYSICAL REQUIREMENTS: In an average day the employee may be required to:

Activity	Not Required	Occasionally (1% - 33%)	Frequently (34% - 66%)	Continuously (67% - 100%)
Bend		x		
Squat		x		
Kneel		x		
Climb/Balance		x		
Push/Pull		x		
Reach Above Shoulder Level		x		
Lift From High/Low Position		x		

Explain: Moving equipment and supplies

	Not Required	Simple Grasping (Example: Writing)	Pushing/Pulling	Fine Manipulation (Example: Typing)
Repetitive Use Of Hands (Description Required):		Writing	Moving equipment and supplies	Keyboarding, using diagnostic equipment

	Speech	Vision	Taste	Smell	Hearing
Sensory Requirements (Description Required):	Giving instructions and other verbal communications	Reading, detecting colors			Receiving instructions and other verbal communications

ENVIRONMENTAL FACTORS: The employee can expect to encounter the following conditions:

Amount of Time Spent Inside: 99%		Amount of Time Spent Outside: 1%			
Temperature:	Normal Range: x	Extreme Cold:	Extreme Heat:	Extreme Temperature Changes:	
	Comments:				
Humidity:	Wet/Humid:		Dry:	Normal Range: x	
	Fumes:	Odors:	Dusts:	Mists:	Gases:
Atmosphere Conditions:	Poor Ventilation:		Comments:		

Hazards:	Mechanical:	Electrical:	Burns:	Explosives:	Radiation:
	Other:	Comments:			
Respiratory and/or Skin Irritants: Rare Comments:		Requires protective clothing or personal devices: Comments: PRN			
Stress due to:	Staffing requirements; working holidays, weekends, varied shifts: x	Supporting sick and dying patients and their families:		Work load: x	
Is there potential exposure to blood and body fluid?:	Exposure will be --	[] High - Routine exposure or potential	[x] Medium - No routine exposure, but may be required as condition of employment	[] Low - No exposure, no requirement to be exposed as a condition of employment	

Typical Manner of Accomplishing Essential Functions

Average work hours per day: 8		Shift: Varies			
The job allows the employee to vary physical position or activity for comfort: Yes		Explain:			
In a normal work day, the employee may be required to: (= 8 hours total)	Sit: Not Required: Hours: 4	Stand: Not Required: Hours: 2	Walk: Not Required: Hours: 2	Combination Standing and Walking: Not Required: Hours: 6	
Maximum consecutive time (minutes/hours) required for each activity.		Sitting: 1	Standing: 0.5	Walking: 0.25	
In terms of a(n) hour work day the weight to be lifted is:	Not Required	Occasionally 1% - 33%	Frequently 34% - 66%	Continuously 67% - 100%	
Up to 10 lbs.		x			
11 to 25 lbs.		x			
26 to 35 lbs.		x			
36 to 45 lbs.		x			
46 to 55 lbs.		x			
56 to 75 lbs.		x			
76 to 100 lbs.		x			
Explain: Moving equipment and supplies					