



Applied Medical, Inc
Corporate HQ
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JOB DESCRIPTION: Occupational Therapist Technical Supervisor (OTTS)

REPORTS TO: AMI Chief Operations Officer

HOME BASE: Dickinson or Bismarck

RENUMERATION: The Bi-Weekly equivalent of \$35K to \$65K per Year

EMPLOYMENT STATUS: Salaried, Exempt

SCOPE

Applied Medical, Inc (AMI) is a ND for profit “C” corporation. AMI provides a variety of therapy services to a variety of customers. These customers are, but are not limited to, outpatient (Clinics, Hospitals), School Districts, Longterm Care Facilities, and Industrial Medicine (IMED) customers. AMI manages some of its own facilities but works primarily out of the facilities operated by its customers. Customers have contracted through AMI's contracts administration department a working business relationship that allows AMI's therapist(s) to treat the clients of the customers and bill various payer sources for services rendered. Payer sources may be the customer, private pay, insurance companies, Medicare, Medicaid or other.

AMI subscribes to a management style known as “Dual Management.” Dual Management divides the duties of the company between “Administrative” and “Operations”. The OTTS is primarily responsible for maintaining a functioning pool of talent to supply to the operational needs of the company. AMI Operations Managers (OM's) are assigned lines of business such as “School Districts” or “Long Term Care Facilities”. The OM's job is to best manage the resources of AMI to fulfill its contractual requirements. Operations Managers may require OT talent to perform their duties. The OTTS will work with with the OM's to provide therapist(s) as required. The OTTS will assist each member of his/her staff to maintain an electronic, AMI provided calendar. The OTTS will maintain a continuous forecast into the future the needs of the OT pool. OT usage projections and calendaring should project a MINIMUM of 2 weeks into the future. Projected shortages of therapist(s) should be communicated with HR for recruitment. Excess labor should be reported to all OM's and AMI marketing to source additional work and thus preempt idle time.

PURPOSE

The Physical Therapy Staff that service AMI's customers and clients are highly skilled and educated. The therapist(s) are exposed to unique and varied types of injuries or circumstances that may require the mentor-ship of a more experienced or knowledgeable therapist. It is the **primary technical responsibility** of the Physical Therapist Technical Supervisor to provide constructive and technically accurate instruction(s) to members of AMI Physical Therapy Staff. AMI may also be called upon to provide supervisory or other technical assistance to therapist(s) outside the employ of AMI and maintain all standards of ethics and technical expertise that apply to members of AMI's staff.

The group of therapist(s), assistants and others that comprise the staff of the OT department are considered by AMI as a “Pool” of talent. From this talent pool, OM's submit requests to the OTTS for OT personnel to fulfill their staffing needs. The request may vary as PTO, illness, PRN and other issues may require staffing needs to fluctuate from week to week. It is the **primary business responsibility** of the OTTS to maintain the pool of OT talent that best meets the needs of the OM's, the customer and AMI's business model and select from the pool the best candidate to fulfill the needs of the staffing request.

JOB QUALIFICATIONS

EDUCATION and EXPERIENCE

OT, MS in Occupational Therapy with a minimum of 7 years of active experience and holder of a current license.

or

OT, Doctorate in Occupational Therapy with a minimum of 5 years of active experience and holder of a current license.

and

Continuing Education Credits in at least 3 different styles, methods, or unrelated modalities or treatments.

and

AA, or AS in Business Management, Accounting or a minimum of 3 years of management experience.

JOB REQUIREMENTS

PHYSICAL REQUIREMENTS

Must be able to and without assistance: Walk forward, backward and side to side, crawl, jump, sit, kneel, climb and descend stairs and ladders, open and close doors, operate motor vehicles, pass random drug and alcohol test, have full motor skills in both arms, hands and all fingers and thumbs, must be capable of passing a DOT drivers physical and pre-employment screen. Must have good memory cognitive capabilities. Must be able to understand, speak, read, and write the American English Language at proficient levels. Must not knowingly be infected with any contagious disease(s) or have any condition that could endanger patients. Must meet all requirements of AMI FJD for position.

CHARACTER REQUIREMENTS

Must be of good character. Must not have detrimental reports of unstable, illegal or peculiar behavior. Must be tolerant of racial and personal diversity. Must have leadership qualities. Must have team building skills and be a team leader. Must be of good nature. Must be an active participant in community and business activities. Must not pass negative information, rumors to anyone other than supervisor(s) or above. Must maintain cordial relationships with all AMI departments, managers, employees and customers. Must be of servant/teacher nature. Must be of positive attitude and can-do spirit. Must be willing to put forth the extra effort to succeed. Although of perfectionist nature, must be able to tolerate less than perfection when circumstances dictate. Must enjoy being a mentor.

JOB SKILLS

Must be an accomplished treating OT. Must have excellent writing and composition skills. Must be able to explain complex ideas in simplified terms. Must have WEB Browser, Search Engine, E-mail, Chat, Calendaring, Electronic Word Processing, Flow Charting, Presentation, CRM and other computer skills as deemed necessary in the function of duties. Must be accomplished in using the American English Language in verbal, written and logical circumstances. Should have above average math skills. Must be proficient in the use of Cell phones, Texting, Faxes, and Office Phone technologies. Must be able to type at an error free rate of at least 35 words/minute. Must be mentally able to coordinate large sets of data. Must be able to make order of chaos. Must be able to recognize problems and find satisfactory solutions. Must hold, at minimum, a ND OT license.

JOB DUTIES

- 1) To respond to therapists technical questions with accurate information
- 2) To maintain a pool of Occupational Therapy staff (and Aids and Assistants) that meets the strategic requirements of AMI
- 3) To design career paths for individual therapist(s)
- 4) To recommend continuing education classes that meet the strategic goals of AMI
- 5) To review and evaluate the technical performance of staff
- 6) To request additional OT staff when projected
- 7) To project changes in the OT staffing needs weeks in advance
- 8) To work with Operations Managers to provide them the OT staff requested
- 9) To maintain the schedules and calendars of all OT staff to maximize efficiency
- 10) To train and educate OT staff
- 11) To delegate as needed to fulfill duties.
- 12) To work with all AMI administrative departments to effectively manage the business

JOB DUTIES-Continued

- 13) To recommend hiring and firing of personnel
- 14) To assist Human Resources (HR) in writing job descriptions and establishing rates of pay
- 15) To assist HR in the recruitment and retention of staff
- 16) To assist HR in staff performance appraisals
- 17) To verify the accuracy of staff time reporting
- 18) To project excess/deficit labor and advise marketing/management/HR
- 19) To enforce company policies, reporting mechanism, schedules
- 20) To work with administration to improve processes and personnel.
- 21) To continue being a treating therapist and performing other duties as assigned or accepted
- 22) To perform duties on behalf of absent, ill or otherwise unavailable therapist(s)
- 23) To instruct and assist staff in the correct procedures of bookkeeping, documentation, and professionalism.
- 24) To assist in the design and implementation of company policies and procedures