



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF REHABILITATION SERVICES

October 23, 2009

POSITION TITLE: Therapy Services Manager I

POSITION NUMBER: 082597

SALARY: State Salary Grade 19
Annual Salary Range: \$48,398-\$70,693
(Based on the Temporary Salary Reduction Schedule Effective September 23, 2009-June 30, 2010)

LOCATION: Workforce & Technology Center
2301 Argonne Drive
Baltimore, MD 21218

NATURE OF WORK: This is a professional position responsible for providing leadership and supervision to the Comprehensive Outpatient Rehabilitation Facility (CORF) staff to ensure quality comprehensive and integrated rehabilitation services are provided and contribute to employment placement and independent living.

DUTIES AND RESPONSIBILITIES: Supervises staff, program operations and interprets policies and regulations; implements personnel actions and staff development activities; provides utilization and program guidance in assigned area to support the Workforce and Technology Center mission, assists CORF staff with assessments, treatments and case management; provides leadership and guidance for WTC programs and to CORF staff for meeting CORF and the Commission on Accreditation of Rehabilitation Facilities (CARF) standards; monitors customer service provided by CORF department and initiates actions for improvement; responds to consumer inquires and complaints; networks with WTC staff, Department of Rehabilitation Services (DORS) staff, vendors, employers, schools and community providers; manages fiscal and budgetary operations including expenditure of funds, procurement, budget preparation and case services allocations; interfaces with and provides regular programmatic and operational reporting to the Medical Director of WTC.

MINIMUM QUALIFICATIONS: **EDUCATION:** Possession of or eligible for a Physical or Occupational Therapy, Speech-Language Audiology or Pathology, or Rehabilitation Nurse certificate as issued by the appropriate Maryland State Board or Association.

EXPERIENCE: Five years of professional experience as a Physical or Occupational Therapist, Speech-Language Audiologist or Pathologist, or Rehabilitation Nurse. Two years of the experience must have included supervision of other professional therapists.

NOTE: A Master's Degree in the appropriate discipline may be substituted for two years of the non-supervisory experience.

ESSENTIAL REQUIREMENTS: Knowledge of the principles and practices of rehabilitation, occupational and physical therapy; knowledge of vocational rehabilitation program administration; knowledge of the principles of effective supervision, management, organizational planning, and budgeting; skill in supervising therapist, therapy assistants and other health care professionals; ability to exercise good judgment and discretion in the interpretation and application of division policies and procedures; ability to establish and maintain effective working relationships with the public and staff; ability to communicate effectively; ability to exercise leadership, initiative and sound judgment in making decisions.

PROCEDURE FOR APPLICATION:

Applicants must include their resume and complete a Maryland State Department of Education Application for Employment indicating Position #082597. The Application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201; for inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at www.marylandpublicschools.org. All applications must be received by the closing date. Appropriate accommodations for individuals with disabilities are available upon request.

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and occasional travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Open Until Filled