



BELIEVE THERAPIES

therapy that works

DIVISION 4: THERAPY SERVICES MANAGER JOB DESCRIPTION

PURPOSE

To oversee the production of Division 4 of the company, to assist the production and viability of the whole company, with statistics maintained at average or above average levels.

PRODUCT

Highly satisfied clients who complete their full programs and refer their family and friends to Believe Therapies.

POST FUNCTIONS

Statistics

- Complete weekly meetings with all division staff to review statistical information and apply conditions as needed.
- Ensuring the internal and external communications of the company flow smoothly and efficiently.
- Ensure accurate and timely documentation of services.
- Ensure that all services are billed for appropriately and ethically, to ensure maximum reimbursement benefit for services rendered.
- Ensure therapy area is maintained and well-kept by all staff.
- Supplies and materials are well stocked and economically used.
- Collaborate with PCC (Patient Care Coordinator) for referral source communication and meetings.
- Collaborate with the Quality Manager for clinical in-services and continuing education.
- Ensuring all division responsibilities are completed daily, with coverage obtained/provided as needed.
- Perform other duties as delegated, required or requested.

Personnel

- Ensuring all positions within the division are staffed appropriately, which includes recruitment, interviewing, onboarding and orienting new staff.
- Ensuring division employees maintain compliance with company policies and procedures, as well as enforcing disciplinary action or employment termination when warranted.
- Ensuring appropriate time management of all staff within the division, through timecard approval and PTO approval/denial.
- Provides constructive and timely performance evaluations.

SKILLS NEEDED

Must have a high communication level (verbal and written), great control and really enjoy working with others at all levels. Prediction of schedules are very key, so it is up to the Therapy Services Manager to request further clinical staffing needs. Must be able to manage by statistics and to abide by conditions.

QUALIFICATIONS

- Must be a licensed evaluating therapist in the state of Texas.
- 1 year of experience within Division 4 in a leadership position preferred
- Basic understanding of managing by statistics.
- Basic understanding scheduling, insurance, and authorization preferred.
- Basic understanding of computers, Microsoft Office applications and company EMR system.

SCHEDULE

This position is full-time, per your individual employee contract. Attendance is very crucial in this position so all time-off and lateness must be worked out beforehand when possible.

MAIN STATISTICS AND PRODUCTION QUOTAS

- Total Charges
- Average Treatment Charge
- Billable Hours

Quotas will be set weekly or monthly (depending on the statistic) and are expected to be met within the first 30 days and consistently thereafter. The expectation is that all statistics will be maintained at the condition of Normal or better.

VALUABLE FINAL PRODUCT:

Clients who demonstrate optimal functioning in their daily lives and decreased family stress resulting in the referral of our services to others.



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JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I, _____ have received a copy of the job description for my position:

Position: _____ Therapy Services Manager

Revision Date: _____ September 2020

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date