

**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
DUTY STATEMENT**

PART A	
Position No: 576-164-8380-001	Date:
Class: Chief, Restorative Care Service	Name:
Under the general direction of the Deputy Administrator and clinical supervision of the Veterans Administration (VA) Chief Medical Officer, the Chief Restorative Care Services is to administer and supervise the Rehabilitation Program which meets the medical, social and basic living needs of physically disabled veterans. The incumbent shall plan, coordinate and evaluate the multi-discipline treatment programs that comprise restorative care: Physical, occupational and speech therapy, audiology and recreational activities. Duties include but are not limited to the following:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	Coordinate, implement, evaluate and monitor the complex, multi-disciplinary, clinical rehabilitation and recreational needs, goals, objectives, and results. Formulate and determine program priorities. Analyze and evaluate compliance with reimbursement and healthcare regulations and apply accordingly. Identify new programs and resources. Develop and coordinate multiple departmental policies and procedures to meet service objectives. Establish standards of practice and professional ethics. Evaluate current techniques and approaches. Identify training, space and equipment needs. Provide consultation in planning and implementing rehabilitation and recreation programs. Monitor quality assurance information and report on same. Recommend, review and evaluate individual resident treatment plans
30%	Recruit, select, train and assign all health professionals and assistants. Direct and supervise a variety of highly complex health professionals involved in medical rehabilitation, disease and disability prevention (that includes health promotion and maintenance). Monitor productivity and the quality of care provided by staff. Provide health program consultation for immediate and long-range impact. Provide in-servicing and recommend appropriate out-service training.
20%	Evaluate, monitor and analyze monthly expenditures in addition to rehab specific donation accounts. Analyze all data related to current reimbursement activity and project future growth potential. Interpret revenue and expenditure reports for Chief Medical Officer, Deputy Administrator, and Administrator. Estimate long-range equipment needs and budgets for ongoing programming, as well as, newly constructed areas. Analyze health program financial data for cost effectiveness, staffing and program alternatives. Recommend and approve routine purchases of supplies and equipment.
15%	Represent all components of Rehabilitation and Recreation Services to medical and administrative staff. Participate in continuing medical/nursing education programs as needed to insure effective utilization of services provided. Attend supervisory/managerial training sessions. Chair and/or function as a member of home-wide committees, which discuss and determine quality of life issues for the residents. Research and write proposals. Schedule and conduct weekly staff meetings. Negotiate contracts for delivery of services not readily available within State Service. Conduct special studies or projects. Attend Medicare and related workshops in order to stay current with changing regulations. Represent the Veterans Home locally and statewide. Function as a liaison between Rehab and other Services.
NON-ESSENTIAL FUNCTIONS	
5%	Perform other related duties as required.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS						
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More	
VISION: Read, write, preparing forms, proofreading documents					X	
HEARING: Telephone conversations; answer inquiries with staff, residents and outside contacts					X	
SPEAKING: Communicate to staff, residents and the public in person and via telephone; interact in meetings.					X	
WALKING: As needed to perform duties		X				
SITTING: Sitting at computer, attending meetings and conferences				X		
STANDING: As needed to perform duties		X				
BALANCING: As needed to perform duties		X				
CONCENTRATING: Documentation, verbal and written communication with staff, residents and outside contacts					X	
COMPREHENSION: Understand reading material, conversations, display and equipment					X	
WORKING INDEPENDENTLY: supervising unit staff, to coordinate care					X	
LIFTING UP TO 10 LBS OCCASSIONALLY:				X		
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:		X				
LIFTING UP 25-50 LBS OCCASSIONALLY AND/OR 20 FREQUENTLY:		X				
FINGERING: Use of computer keyboard as needed, telephone buttons; operation of medical equipment					X	
REACHING: As needed to perform duties				X		
CARRYING: As needed to perform duties		X				
CLIMBING: As needed to perform duties		X				
BENDING AT WAIST: As needed to perform duties		X				
KNEELING: As needed to perform duties		X				
PUSHING OR PULLING: As needed to perform duties		X				
HANDLING: As needed to perform duties		X				
DRIVING: As needed to perform duties and attend training		X				
OPERATING EQUIPMENT: Use of computer keyboard as needed, telephone buttons; operation of medical equipment				X		
WORKING INDOORS: Enclosed office environment				X		
WORKING OUTDOORS: As needed to perform duties		X				
WORKING IN CONFINED SPACE: Storage room, file room, etc.		X				

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____