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# Example of Rehab Job Description

Our growing company is looking to fill the role of rehab. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for rehab

* Communicates quickly and effectively with all interested parties to discern time of admission, patient bed placement, and any special needs of the patient to provide a timely turnaround for referral sources
* Will assist in the promotion of the inpatient rehabilitation program by providing tours of the unit
* Will assist in entering all required referral and admission data into the provided computer database
* Manages all referrals, admissions, and denials from a proactive approach
* Supervise and coordinate service discipline staff in multiple patient care environments
* Monitor day to day services, programs and practices to ensure high quality services are provided to internal and external consumers
* Participate as a member of the regional rehabilitation services management team and supports the accomplishment of targeted regional objectives
* Provide skilled discipline service therapy to patients/clients presenting with a wide variety of ages, diagnoses and disabilities
* Assist in the development of new programs and services
* Manages full operation of the rehabilitation program, including supervision of all staff

## Qualifications for rehab

* CNA certification from the state of VA required
* Bachelor’s degree in General Studies or related field, or equivalent relevant work experience
* Minimum of one year medical office experience with scheduling responsibilities, experience with a physical therapy or rehab office is preferred
* Must be able to organize time well and coordinate complex patient needs
* Ability to multi task, use good interpersonal and communication skills and demonstrate flexibility is necessary in this busy office
* Must have experience with multiple phone lines, computer proficiency, preferably with exposure to electronic medical records, and