

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8260900

Director Rehabilitation Hospital, M-8

Brief Description of Class

In accordance with Section 452 of the Public Health Law the Director Rehabilitation Hospital is the executive director of Helen Hayes Hospital and is in immediate charge of the activities and management of the Hospital. Helen Hayes Hospital is a specialty hospital which is operated by the Department of Health. It provides physical rehabilitation, orthopedic surgery and other direct patient care services on both an inpatient and outpatient basis. The Hospital also conducts educational and research programs.

Illustrative Tasks

Director Rehabilitation Hospital: Responsible for the overall management of the Hospital. Primary responsibilities include: ensuring that the Hospital is in compliance with all applicable standards, regulations and laws governing hospital operations and quality assurance; determining the strategic direction of Hospital programs and services; managing the Hospital's operating budget; selecting, deploying and disciplining the Hospital's staff; overseeing the Hospital's medical staff affiliation with Columbia Presbyterian Medical Center and other educational affiliations; and ensuring that the Hospital's census and revenue targets are met. Through the Medical Director and various Clinical Directors, directs all physicians, resident, psychiatric, clinical and consultant staff, for all specialties and services. These services include surgery, medicine, physical medicine, dental, laboratory, operating room, x-ray, and orthopedic appliance services; departments of physical therapy, physical rehabilitation, occupational therapy, and speech and hearing therapy, including affiliate students; departments of social service, nursing, education, recreation and clinical psychology; a business office, all food preparation and service activities, the maintenance of buildings and grounds, the power plant, stores and housekeeping, and laundry services.

The Director of Rehabilitation Hospital meets periodically with the Board of Visitors, providing them with reports on the Hospital's status, represents the Hospital at meetings of strategic importance to the Hospital, and meets with the Medical Director. To foster the involvement of the medical staff in the Hospital's overall direction, the Director meets with the Medical Executive Committee on a regular basis.

Minimum Qualifications

Open-Competitive: Possession of an appropriate Bachelor's Degree; seven years of responsible administrative management or supervisory experience in providing acute patient care services, including at least one year in an administrative management position comparable in scope of responsibility to an executive staff level position in an acute care hospital; and New York State license or certification where applicable.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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