

SAINT JOHN'S COMMUNITIES JOB DESCRIPTION

JOB TITLE: Physical Therapist Assistant
REPORTS TO: Director of Physical Wellness
STANDARD PRECAUTIONS – Category 1
FLSA CATEGORY: Non- Exempt – Hourly
JOB CODE: 14-4.2

JOB OBJECTIVE: Functions as a participating team member who assists the professional physical therapist in patient related activities, performing such procedures in accordance with planned program and facility standards/procedures. Provides comprehensive management and treatment according to the client's plan of care and in collaboration with the physical therapist and treatment team. Aid in the development and execute programming with the wellness team that both supports and challenges individuals to maintain or increase their wellness across all dimensions.

KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:

1. Graduate of an approved Physical Therapist Assistant training program (two-year Associate Degree). Completion of a clinical affiliation in an accredited facility and one month of on-the-job exposure.
2. Must have CPR/First Aid certifications or become certified in first 6 months of employment.
3. Must have effective verbal and written communications skills, and strong interpersonal skills.
4. Must be proficient in Microsoft Office programs including at minimum Word, Excel and Outlook. Working knowledge of EHR systems is preferred.
5. Must have the ability to adapt to changing organization needs and work flexible client/resident scheduling capability to meet needs. Takes appropriate risks (actions) in responding to "customer's needs". Responds to changing needs without excessive need for set rules or procedures.
6. Must have excellent organization skills, be dependable, patient, and flexible. Ability to work effectively both independently and as part of a team with enthusiasm, initiative, and creativity.
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ESSENTIAL FUNCTIONS, DUTIES and ACCOUNTABILITIES:

1. *Professional Standards:* Demonstrates the ability to respond with tact and proper conduct when dealing with residents, the public, families, physicians and fellow employees.
2. Provide/give support to residents and significant others, including establishing a rapport, in order to counsel residents and significant others concerning the condition and treatment of the resident.
3. Suggests referrals to other disciplines as needed and communicate referrals from other discipline to treatment team and physical therapist.
4. Strives to achieve and maintain productivity goals and works with director to achieve these goals.
5. Completes all treatment calendars and reports to a timely manner.
6. Completes all assigned/required resident care activities before leaving for the day.
7. Maintain/develop a high level of skills and competency in the field of physical therapy in order to incorporate new skills and technology into the duties of this position including maintaining licensure and certifications and participating in required departmental and organizational meetings or training.
8. Maintains the appropriate clinic records in accordance with department procedures and follows department quality assurance standards.
9. Ability to conduct and interpret appropriate physical therapy standardized test in accordance with current best practice standards for the physical therapy assistant profession.
10. Fits patients with crutches, canes, and/or walkers under the supervision of a physical therapist and instructs residents in appropriate gait patterns approved by a physical therapist.
11. Develop, collaborate with, and lead therapeutic classes consistent with appropriate jobholder profession and/or experience that meet various resident and employee interests as needed or requested in the wellness department.

12. Be able to effectively communicate with and motivate residents and employees around meeting their personalized therapy, fitness, and wellness goals. Monitor individual's progress on goals with appropriate documentation.
13. Accurately complete prior authorization documentation for all residents within designated time frame to assure continuity of care.
14. Monitors and follows procedures to maintain the Saint John's facilities safety, cleanliness, and excellent appearance.
15. Monitor and clean or arrange for cleaning of all exercise equipment as needed in the department.
16. Assures that resident/employee rights are maintained at all times. Reports any violations or suspected deviations immediately, according to Saint John's policy.
17. Maintains confidentiality of all department and organization information.
18. Knows and follows existing lines of communication, supervision, and authority.
19. Ability to maintain a person-first focus, treating others with respect and integrity.

Personal/Professional Integrity and Responsibility

1. Employees act with honesty and openness in all their dealings as representatives of the organization and are expected to support a working environment that values respect, fairness, inclusiveness, and integrity. Our employees promote responsibility in the workplace by recognizing and respecting boundaries of people with whom we work and serve.
2. Employees support practices and principles of the person-first philosophy that gives residents the power of choice. Employees are considered part of the community and are expected to perform duties within the principles and practices that guide care and services through knowing and honoring the person before the task. i.e. Fostering relationships between residents, family and staff. Each person is to be known as an individual who can and does make a difference. We nurture the spirit as well as the mind and body. We promote growth and development for all and, we create an environment that meets the physical, social, emotional, intellectual, spiritual and occupational needs of individuals and the community.

WORK SETTING/ENVIRONMENT:

Work is performed indoors in well-lighted and clean office with some exposure to dust. Heat, air conditioning and humidity are controlled by the building's central system with a temperature variance of not more than 7 degrees on either side of the norm of 72 degrees. Will have exposure to swimming pool environment where room temperature is 90 degrees and pool temperature is 87 degrees.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and vibration. The employee is potentially exposed to some infectious diseases (TB, Herpes, Hepatitis B). There is also potential for exposure to blood and body fluid secretion. The noise level in the work environment is usually minimal to moderate.

EQUIPMENT USED:

Exercise equipment, computer terminals, printers, copy machine, telephones, and fax. While performing the duties of this job, the employee frequently uses treatment tools including hydrocollator, paraffin, TNS, ultrasound, and E-Stim. Other equipment the jobholder may operate include elevator, stove, microwave, and Fire extinguisher.

Protective Clothing/equipment required: The employee is required to wear nonslip/closed footwear. The employee is required to wear gloves and masks when appropriate.

PHYSICAL/SENSORY/COGNITIVE REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Physical Strength: Must be able to continuously push/pull objects weighing over 10 pounds and occasionally over 50 pounds. Must be able to safely demonstrate fitness/therapy equipment which may involve resistance equipment as well as treadmill, elliptical, pullies, and stationary bike. Frequent resident transfers, assist with

ambulation, standing, and squatting to remove wheelchair leg rests and repositioning is required in essential job functions.

Manual Dexterity: Must be able to continuously use hands, arms for moderately manipulations demonstrating fitness/therapy equipment.

Coordination: Must be able to continuously perform tasks which require action of muscles and groups of muscles, hand-eye coordination, and steadiness of motion.

Mobility: Must be able to continuously stand and walk; frequently sit, occasionally squat, bend to floor, reach over shoulder, kneel, twist, sit, stand and remain in uncomfortable positions for prolonged periods.

Speech: Must be able to continuously speak clearly and make self understood in person and on the phone.

Emotional Stability: Must be able to frequently deal with stress created by multiple tasks, deadlines and interruptions.

Vision: Must be able to continuously see objects and distinguish colors for reading computer monitor and safely handle equipment and safety of others.

Hearing: Must be able to continuously hear normal sounds and voices with some background noise in order to respond to emergencies.

Concentration: Must be able to continuously concentrate on fine detail with frequent interruptions.

Attention Span: Must be able to continuously attend to tasks for more than an hour at a time.

Conceptualization: Must be able to continuously understand and relate to theories behind several related concepts.

Memory: Must be able to continuously remember verbal and written assignments given at beginning of a period extending over long periods of time.

EMPLOYEE RESPONSIBILITY IN AN EMERGENCY: Must know, understand and comply with all emergency procedures and be able to assist with resident evacuation if necessary, and all safety, security, infection control and hazardous materials policies and procedures.

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1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.
 2. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.
 3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined with or without reasonable accommodation.

Employee Signature

Supervisor Signature

Revised 1/2021