Cherokee Elder Care

Job Title: Physical Therapy Assistant
Prepared: 06/01/2014, 05/28/2019
Revised: 08/06/2019
FLSA Classification: Non-Exempt
Supervisor: Physical Therapist
Other: Safety Sensitive Position

Approval: [Signature] Date: 8-15-19

Job Summary
The Physical Therapist Assistant is responsible for providing therapy services to program participants under the direction of the Physical Therapist.

Essential Job Functions
- Must implement programs for the care of participants whose ability to function is impaired or threatened by disease or injury
- Must treat participants to aid in restoring function and relieving pain using appropriate physical therapy treatments, modalities and procedures
- Must observe, record and report participants response to treatment and any change in condition to the PT
- Must prepare progress notes and documentation as required
- Requires occasional use of personal vehicle for business purposes.
- All other duties assigned by the Physical Therapist

Core Job Functions for All Staff
- Attends and participates in staff meetings, in-services, projects and committees as assigned.
- Adheres to and supports the facilities policies, practices and procedures.
- Accepts assigned duties in a cooperative manner and performs all other related duties as assigned.
- Participates on task groups and committees, including the Quality Improvement Program

Working Conditions/Physical Demands
The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working conditions and physical demands include:
- Ability to walk, sit and stand for extended periods of time.
- Ability to access all areas of the facility throughout the work day.
- Ability to hear, talk, taste and smell.
- Vision ability includes; peripheral, color, long distance, close proximity, depth perception and adjusting levels of focus.
- Ability to lift up to 50 lbs and move people/objects both short and long distances. (Staff are required to obtain assistance when attempting to lift or transfer objects over 50 lbs)
- Ability to move about with reasonable accommodation, reach turn, twist and touch.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally with an excellent comprehension of the English language.
- Work environment will fluctuate repeatedly throughout the day. Work is performed both indoors and outdoors in varying weather elements and occasionally inside of a vehicle.
- Working conditions can include exposure to odors, fumes, infections, dust, and dirt; which may be objectionable

**Knowledge, Skills and Abilities**
- Must have strong written, oral and interpersonal skills including professional phone etiquette.
- Must have flexibility with work schedule and a high level of personal integrity.
- Must have working knowledge of physical, psychosocial, behavioral and family needs of the elderly.
- Must have knowledge of community health, social service delivery systems and the aging provider network within the service area.
- Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with co-workers and department heads while retaining strict confidentiality in all aspects of the position.
- Must have basic computer skills including 10key, typing, scanning and emailing while utilizing Microsoft Excel, Outlook and Word.
- Must have experience utilizing office equipment including phone systems, photocopiers and fax machines.
- Must be detail and accuracy oriented and complete tasks in a timely manner.
- Must be a team player with leadership ability.
- Must attend continuing education courses as needed.

**Required Education, Licensure, Experience & Health**

**Education:**
- Associate’s Degree from an accredited Physical Therapist Assistant program.

**Licensure:**
- Must maintain a current PTA license with the State of Oklahoma
- Current CPR certificate and first aid training.
- Current Driver’s License.
- Current Vehicle Insurance in compliance with the Cherokee Nation Motor Vehicle Usage and the CEC Transportation Policy and Procedure.
- A motor vehicle report (MVR) will be completed upon selection and then annually throughout employment. MVR must meet Cherokee Nation Risk Management driver eligibility criteria.

**Experience:**
• Must have 1 year of experience with a frail or elderly population.
• Must have 3 years’ experience in the physical therapy assistant field.
• Must have an accident free driving record with no moving violations within the last 2 years.

**Employee Health:**
• Must be cleared of all communicable diseases upon hire and subsequently throughout employment
• Must provide proof of immunizations upon hire and subsequently throughout employment

**Acknowledgement:**

I agree to abide by the philosophy, practices, and protocols of the PACE organization.

I have read the above *Physical Therapist Assistant* job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as to Cherokee Elder Care’s expectations for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, Cherokee Elder Care reserves the right to interpret, amend, modify or cancel, terminate or withdraw any or all sections or provisions of this job description at any time with or without notice.

____________________  ______________________
Employee Signature          Date

____________________  ______________________
HR Manager or other CEC representative  Date