

Apostolic Christian LifePoints

Job Description

Position: Physical Therapist Assistant
Facility: Agency
Department: Physical/Occupational Therapy
Reports to: PT OT Director
Supervises: None

Scope of Position: The primary purpose of your job position is to assist in planning and carrying out Physical Therapy Services in accordance with current applicable Federal, State, and Local standards, guidelines and regulations, and established policies and procedures as directed by the PT/OT Director to assure that the highest degree of quality resident care can be maintained at all times.

Qualifications:

1. Ability to read, write and speak the English language
2. Must be a minimum of eighteen (18) years of age and of good moral character
3. Must possess an Associate's Degree in Applied Science – Physical Therapist Assistant
4. Must be licensed as a Physical Therapist Assistant (PTA) in the state of Illinois
5. Must function independently, demonstrate personal integrity and have the ability to work effectively with residents, administrative personnel, consultants, vendors, and others

Core Expectations:

1. Meet agency expectations for attendance, dress code, and working cooperatively with other employees
2. Follow the safety requirements for agency and department
3. Respect the rights and dignity of residents
4. Retrieve and record data in the electronic charting system
5. Provide resident care responsibly, accurately and respectfully
6. Complete daily charting (i.e. goal sheets ROM book)
7. Strong advocate for each resident. Ability to follow up with resident care

Job Responsibilities:

1. Assist in implementing resident active treatment plans
2. Record all documentation using professional guidelines in an informative and descriptive manner
3. Ensure that data reflects that the treatment plan is being followed
4. Provide resident observations and assist in assessments as part of the Interdisciplinary Team (IDT)/ Community Support Team (CST)
5. Assist with basic resident needs if necessary or seek assistance on the individual's behalf
6. Make recommendations for physician orders for treatment
7. Provide therapy in accordance with each resident's Individualized service Plan
8. Notify the OT/PT Director of any resident changes immediately
9. Develop and maintain a good working rapport with inter-department personnel, as well as other departments

10. Communicate and work as a team within the department as well as with other departments
11. Facilitate and model positive social interactions with community members, visitors, and other staff

Other Responsibilities:

1. Focus on meeting customer needs (staff, residents, and families)
2. Support the vision, mission and agency values in working with others which the agency has a relationship
3. Respect and follow all resident rights guidelines
4. Report any violations of resident rights to appropriate human rights staff
5. Maintain a positive, caring attitude throughout the workday
6. Use a team approach and help others
7. Display effective communication skills through proper interaction with residents, families and co-workers
8. Conduct yourself in a way that conveys an attitude of trust and dependability with co-workers
9. Report for work every scheduled day, on time and follow rules for the time clock
10. Respond to staffing needs of the department including calls for help when short staffed
11. Participate in department meetings and maintain appropriate number of in-service hours
12. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report
13. Maintain confidentiality of all resident information to assure resident rights are protected

Physical and Sensory Requirements:

The physical demands described 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.

1. Must be able to bend, stoop, and move intermittently throughout workday
2. Must possess stamina to spend much of the workday standing or moving around
3. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately
4. Must possess emotional stability to work respectfully and harmoniously with residents and other staff
5. Must be able to use a computer, phone, etc. as required
6. Must be able to push, pull, and lift a minimum of 50 pounds

Apostolic Christian LifePoints

Job Description Review

Position:	Physical Therapist Assistant
Facility:	Agency
Department:	Physical/Occupational Therapy
Reports to:	PTOT Director
Supervises:	None

I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (Print) _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____