

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-24-14

Closing Date: Open until filled



POSITION TITLE: Physical Therapy Aide

DEPARTMENT: Physical Therapy

Position Summary:

Under general supervision of Chief Physical Therapist, the Physical Therapy Aide works closely with Medical Staff, Rehabilitation and Wellness Team, Ancillary Staff, and Community Health Workers in delivering optimal health care interventions at Dilkon Medical Center and Winslow Indian Health Center. Assist Physical Therapists to deliver Physical Therapy services, including direct patient care, administrative, and clerical duties, including, but not limited to scheduling patients, cleaning equipment, preparing treatment areas, and keeping inventory of routine durable medical equipment/supplies. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Assists with communicating and implementing goals and objectives for the department.
- Assists therapist in coordinating and arranging treatment rooms for patients as needed.
- Obtains equipment, materials and supplies from storage area and position them appropriately to use for therapy.
- Sanitizes all equipment and treatment table after each use, using appropriate cleaning solution.
- Changes linen on treatment tables, mats and prepare them for next use as needed.
- Orders and stock linen daily for treatment rooms.
- Maintains cleanliness of treatment and exercise areas on a daily basis.
- Checks on patients during treatments to ensure that they are safe and comfortable.
- Assists patient with appropriate exercise during physical therapy sessions.
- Records patients' progress on exercise sheet for the therapist.
- Operates and instructs patients in proper use of fitness equipment, such as weight and cardio machines, benches, hand weights and common fitness assessment devices.
- Provides proper greeting to patients, positions patients comfortably, supports patients during ambulation or gait training utilizing appropriate assistive devices and gait belt.
- Provides Navajo translation for patients and therapist as needed.
- Assists in transferring patients with limited mobility to other departments or parking lot.
- Be familiar and safety of daily operation of the department.
- Performs clerical duties as answering phones, scanning, faxing, coping documents, etc.
- Stamps all incoming referrals and gather all proper documentation for treatment.
- Makes appointments for patients using PRMS and GUI scheduling programs.
- Maintains accurate inventory log of all department equipment and ensure preventive maintenance.
- Adds water to hot pack machines on a daily basis or as needed.
- Cleans hot pack machines and paraffin bath as scheduled.
- Checks and record the temperature of hydrocollator and paraffin units on routine basis.
- Conducts bi-monthly inventory and keep an accurate record on DME/supplies received and dispensed.
- Orders and arranges supplies in organized fashion in storage rooms.
- Participates in the overall direction and improvement of the department.
- Maintains cooperative communication with other departments.
- Assists therapists in complying with the AAAHC and Arizona statutes of the Quality Assurance Plan.
- Assists with therapist in compiling with the monthly statistical reports.
- Attends regular staff meetings to ensure communication among personnel regarding program-related activities.
- Maintains professional and technical knowledge by attending seminars, educational workshops, classes and conferences.
- Adheres to the standards of Practice of Physical Therapy

- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

High School Diploma. Associates degree in related field preferred. Two years progressive work experience in Rehabilitation or Physical Therapy Aide, and/or equivalent combination of education and experience. Basic anatomy and medical terminology, computer proficiency and CPR Certification. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability

- Knowledge of company personnel policy and procedure.
- Knowledge of fire safety, emergency codes and infection control.
- Knowledge in the use and safety of exercise equipment.
- Knowledge of current theory and treatment trends in physical therapy.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds.
- Ability to speak the Navajo language and understanding of the Navajo Culture.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Skill in preparing, reviewing, and analyzing reports as it relates to position.
- Knowledge of strong work ethics in the workplace.
- Knowledge of application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Knowledge of RPMS, EHR, and VISTA imaging programs, their functions, how to obtain information when needed, and how to correct errors.
- Knowledge of basic human anatomy, medical terminology and CPR.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. As needed the employee may be asked to cover shifts at other clinical sites including Winslow, Dilkon Medical Center or Leupp satellite clinic.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.