JOB DESCRIPTION

Job Title: Physical Therapy Assistant
Site or Department:
Reports to: Physical Therapist
FLSA Status: Exempt
UPDATED: **8/12/2020**

Job Summary:
The Physical Therapy Assistant (PTA) reports to the Physical Therapist (PT) and serves as a member of the Interdisciplinary Team and the Rehab Team. The PTA assists the PT with the implementation and evaluation of care plans that meet the objectives, standards and policies of the PACE model of care. The PTA consults with the PT and the Occupational Therapist (OTR) and other members of the Rehab and Clinical Teams at the site to provide the best plan of coordinated rehab services for the participants. The Physical Therapist Assistant works in concert with all of the members of the IDT to accomplish the Program's Mission of assisting frail elders to remain living in the community for as long as they may do so safely.

Essential Functions:
1. Assists the PT in developing and implementing policies and procedures.
2. Provides strong leadership for subordinates and works with the PT in resolving staff issue and concerns in a timely manner.
3. Assists the PT in coordinating all Rehab services as they relate to direct patient care.
4. Provides direct supervision to Rehab Aides and delegates responsibilities as appropriate.
5. Participates in the process of customer service from the Rehab perspective.
6. Records required documentation, including daily statistical data, per PACE protocol.
7. Prepares for and participates in pre-enrollment care planning, debriefing, staff meetings, and discharge planning. Attends family meetings as necessary.
8. Implements appropriate interventions at ADH or at the participants' homes as developed by the PT, and assists with home safety evaluations.
9. Teaches, supervises, and counsels the client and family regarding physical therapy treatment.
10. Triages episodic complaints and refers to MD/NP or RNs and PT / OTR, as needed.
11. Completes all reports, personnel actions and other documents in a timely manner.
12. Ensures that all interactions with clients are conducted in a manner that adheres to the highest standards of care for all Element Care clients.
13. Ability to pass a fit test. Position requires mask where seal is critical. Incumbent is required to not have facial hair that interferes with a tight seal of the respirator.

Additional Responsibilities:
1. Develops mutually agreeable performance goals for all direct reports. Assists direct reports, as necessary, in developing performance goals for their direct reports.
2. Monitors results, provides coaching, counseling and direction as necessary. Reviews and evaluates staff at regular intervals.
3. Maintains and communicates all operating policies and procedures to all subordinates on an on-going basis.

4. Participates in Quality Improvement projects and assessments, as needed.
5. Participates in Element Care Committees, as required, and communicates relative information, as necessary.
6. Completes the required annual Health Stream trainings in a timely manner.
7. Adheres to all policies and procedures and supports the Primary Vision Statement.
8. Adheres to the confidentiality policy of Element Care including HIPAA guidelines pertaining to the release of participant information.
9. Flexible to perform other related jobs, as is reasonable.

Essential Job Requirements:

- EDUCATION / LICENSURES / CERTIFICATIONS
    1. Must be a graduate of a PTA curriculum approved by the APTA, the CAHE of AMA, or CME or AMA and AFTA with a minimum of an Associate's Degree.
    2. Must maintain current PTA Licensure in Massachusetts.
    3. Must maintain current CPR certification.

- EXPERIENCE
    1. Minimum of 1-2 years of experience working with a geriatric population.

- REQUIRED SKILLS
    1. Ability to convey information clearly and succinctly with all employees, so that relevant information is communicated appropriately and in a timely manner.
    2. Ability to lead independently and to be able to work well with others.
    3. Ability to work within a team concept and to be considerate of co-workers and colleagues.

- PREFERRED SKILLS
    1. Ability to pay attention to detail, to be a self-starter, and to complete tasks on time.
    2. Ability to be able to quickly recognize situations/problems before they become acute, and to be able to implement effective solutions and understand consequences.

Disclaimer:
The above job description is intended to describe the general nature and level of work being performed by individuals with this job title. It is not construed to be an exhaustive list of all responsibilities, duties, and skills required for this position. All team members may be expected to perform additional duties outside the realm of what is considered usual from time to time, as needed.
Requirements are representative of minimum levels of knowledge, skills and abilities. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

_____ _____ _____
Name printed Signature Date