

POLICY AND PROCEDURE MANUAL

JOB DESCRIPTION: PHYSICAL THERAPY ASSISTANT

REPORTS TO:	Clinic Manager	FLSA STATUS	Exempt
DATE(INITIAL REVIEW)		APPROVED BY	
DATE (LAST MODIFIED)		APPROVED BY	

Summary:

Seeking a dedicated, patient-focused Physical Therapy Assistant (PTA) to work under the direction and supervision of a licensed Physical Therapist (PT) in delivering high-quality, compassionate care. Specializing in orthopedics, sports medicine, and therapeutic interventions, this role supports patients in regaining mobility, relieving pain, and enhancing quality of life. Enjoy a collaborative, team-oriented environment with a manageable caseload of 10–12 patients per day.

Key Responsibilities:

- Implement treatment plans as directed by the supervising Physical Therapist, adjusting interventions based on patient response and within the PTA scope of practice under Texas law.
- Provide therapeutic exercises, functional activities, manual therapy techniques, and use of modalities as delegated.
- Instruct patients and caregivers in home exercise programs, safety, and prevention strategies.
- Observe and communicate patient progress to the supervising Physical Therapist for plan adjustments.
- Maintain accurate, timely documentation in accordance with clinic policies, payer requirements, and state regulations.
- Assist in supervising physical therapy technicians and students under PT direction.
- Support clinic operations, equipment maintenance, and community/marketing activities.

Required Skills & Competencies

- Strong clinical reasoning and problem-solving abilities.
- Excellent interpersonal and communication skills for effective patient and team interactions.
- Proficiency in therapeutic exercise, manual therapy, and use of rehabilitation equipment.
- Ability to adapt treatment plans based on patient progress and feedback.
- Organizational skills for accurate documentation and time management.
- Commitment to evidence-based practice, lifelong learning, and upholding OrthoLoneStar's values and guiding behaviors.

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Qualifications

- **Education:** Associate degree from a CAPTE-accredited Physical Therapist Assistant program.
- **Experience:** One to two years of related experience and/or training preferred. Outpatient orthopedic and manual therapy experience highly desirable; Orthopaedic or manual therapy certifications preferred but not required.
- **Language Ability:** Ability to read, analyze, and interpret medical records, therapy protocols, and scientific literature; respond to inquiries from patients, insurance agencies, and regulatory bodies.
- **Math Ability:** Proficiency in applying measurements, percentages, and ratios to patient care activities.
- **Reasoning Ability:** Ability to identify patient needs, report findings, and follow through on delegated care within scope.
- **Computer Skills:** Proficiency with Microsoft Office Suite and basic EMR/PM software.
- **Licensure:** Current Physical Therapist Assistant license in Texas, displayed in accordance with the Texas State Practice Act.
- **Supervisory Responsibilities:** May oversee Physical Therapy Technicians and students as delegated by the supervising Physical Therapist.

Working Conditions & Physical Demands

- **Noise Level:** Moderate.
- **Travel:** Primarily works at one clinic but may occasionally travel between locations to provide patient care; travel is not reimbursed.
- **Physical Requirements:** Regularly required to sit, talk, and hear; frequently stand, walk, use hands, bend, stoop, lift up to 50 lbs (frequently) and 70 lbs (occasionally), climb, balance, kneel, crouch, or crawl.
- **Vision Requirements:** Close vision, peripheral vision, ability to adjust focus; ability to spend 4–5 hours daily in front of a computer.

The job duties listed in this job description may not be inclusive of all requirements of this position. Other duties may be assigned by your supervisor through a written request.

I have read the document and understand the requirements for this job description.

Employee Signature

Date

Supervisor/Manager Signature

Date