

JOB DESCRIPTION	
Job Title:	Therapy Technician
Department:	
Reports To:	Therapy Manager

Position Summary

Works under the supervision of a license Physical/ Occupational Therapist and assists the therapist in patient care and other clinic related activities.

Essential Competencies & Responsibilities

1. Philosophy
 - a) Supports the facility's ideology, mission, goals, and objectives
 - b) Performs in accordance with the facility's policies and procedures
 - c) Follows the facility's standards for ethical business conduct
 - d) Conducts self as a positive role model and team member to the clinicians
2. Communication
 - a) Communicates effectively and professionally with coworkers especially with the Therapists
 - b) Interacts with others in a positive, respectful, and considerate manner
 - c) Address issues/concerns being faced by Rehab Techs to the Lead Rehab Tech or Tech Supervisor.
3. Financial practices
 - a) Uses facility resources appropriately and avoids wasteful practices
 - b) Reports wasteful practices
 - c) Analyzes work area and makes recommendations for potential cost-effective improvements
4. Compliance program
 - a) Contributes to the progress and development of the organization's adopted compliance program
 - b) Maintains compliance of the clinic with State and Federal regulations such as HIPAA, OSHA regulations.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

5. Performance-improvement program

- a) Contributes to the progress and development of the organization's adopted performance-improvement program. Discusses potential concerns of the Rehab Tech and provides suggestions to improve clinical operations within AOSM
- b) Performs according to established performance-improvement policies and procedures

6. Safety/risk-management program

- a) Adheres to safety policies and procedures in performing job duties and responsibilities
- b) Maintains responsibility for safe work area by reporting to safety officer or designee observed or suspected safety violations, hazards, and policy/procedure noncompliance
- c) Reports observed or suspected medical emergencies, notifies appropriate personnel, and responds appropriately
- d) Adheres to infection control/safety guidelines

7. Professional competence

- a) Participates in learning experiences as well as ongoing training regarding performance of duties
- b) Shares knowledge gained in continuing education with staff
- c) Seeks new learning experiences by accepting challenging opportunities and responsibilities
- d) Welcomes suggestions and recommendations

8) Rehab Tech Duties

- a) Gives and receives client information in person, by telephone, or mail to authorized persons.
- b) Helps patients complete necessary admission paperwork, complete insurance verification and get authorization for treatment required
- c) Cleans and sets up clinical treatment areas for patients with proper disinfectant after each use.
- d) Assists therapist with patient care as directed within the scope of on the job training provided.
- e) Daily clean all treatment areas and equipment, laundry linen, empty trashcans, vacuum carpet if needed, clean sink and restroom as needed and straighten and organize clinic areas.
- f) Schedule/Reschedule and follow up with all cancellations for evaluations and treatments if requested. Consult clinical director or lead therapist regarding scheduling patterns.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

- g) Perform inventory of the clinic supplies on weekly basis and clinic equipment on a monthly basis and maintain an active record. Any preventive maintenance/ repairs and supply orders need to be informed to the clinical director of lead therapist on a daily basis.
- h) Assist in marketing and promotional efforts and events as needed
- i) Participates in in-services and other departmental meetings that are organized.
- j) Assists with smooth running of the clinic with accepting responsibilities assigned to him/her by the Therapy director/Tech supervisor.

Qualifications

EDUCATION AND EXPERIENCE

1. Education: High school graduation or GED or one year of related experience and/or training or an equivalent combination of education and experience. Students seeking Therapy related careers are preferred

Knowledge, Skills, Abilities

To perform this job successfully, an individual must be able to perform each of these tasks satisfactorily. Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions.

- Language Ability: Able to read and comprehend simple instructions, short correspondence or memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- Math Ability: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute ratios, rate and percent and to draw an interpret bar graphs.
- Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations
- Computer Skills: Basic computer skill and operational knowledge are preferred.
- Certificates and Licenses: None required.
- Supervisory Responsibilities: There are no supervisory responsibilities for this position.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

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.

All positions with ADVANCED ORTHOPAEDICS AND SPORTS MEDICINE are to use due care in the use and communication of patients' protected health information. It is every employee's principal job function to ensure patient confidentiality and failure to maintain confidentiality may, and will, result in sanction and/or discharge.

Work Environment

- Noise level: Moderate
- Traveling: While the Physical Therapy Technician will be working out of one clinic he/she may need to travel between clinics. This travel will not be reimbursed by the practice.
- Physical demands: Employee is regularly required to sit, talk or hear. The employee is also required to perform the following: standing, walking, using hands to finger handle or feel, bending, stooping, lifting up to 50# frequently and 70# occasionally, climb or balance, kneel, crouch or crawl.
- Vision requirement: Requires ability to perform close vision, peripheral vision, ability to adjust focus and spend up to 4-5 hrs in front of a computer.

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

EMPLOYEE SIGNATURE: _____

Date: _____

Office Location: _____

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.