

POLICY AND PROCEDURE MANUAL

JOB DESCRIPTION: REHABILITATION TECHNICIAN

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

Summary:

Seeking a reliable and motivated Rehabilitation Technician to assist the therapist/assistant in delivering high-quality, patient-centered care in an outpatient clinic setting. This role supports clinicians in preparing treatment areas, assisting with therapeutic activities, managing equipment, and ensuring smooth clinic operations. Enjoy a collaborative, team-oriented environment while making a meaningful impact on patient recovery and independence.

Key Responsibilities:

- Prepare and maintain treatment areas, ensuring equipment is clean, organized, and in safe working order.
- Assist therapists in providing supervised therapeutic exercises and activities as directed, within non-clinical scope of practice.
- Set up and adjust equipment for patient use; provide patient positioning and support during therapy sessions.
- Escort patients to and from treatment areas; ensure patient comfort and safety.
- Monitor patient performance during activities and promptly report observations to the supervising therapist.
- Manage supplies and assist with inventory tracking and restocking.
- Support therapists with clerical duties including scheduling assistance, photocopying, and maintaining patient flow.
- Help maintain infection control standards, including cleaning equipment and surfaces between patient use.
- Assist with clinic marketing and community outreach activities as needed.

Required Skills & Competencies

- Excellent interpersonal and communication skills for patient and team interaction.
- Ability to follow detailed instructions from licensed therapists.
- Strong organizational skills to manage multiple priorities in a fast-paced environment.
- Physical stamina to assist patients, move equipment, and perform frequent lifting.
- Dependability and professionalism in attendance, appearance, and work ethic.

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Qualifications

- **Education:** High school diploma or equivalent preferred. Strongly desired candidates are those currently enrolled in, or in the process of applying to, a Physical Therapy, Occupational Therapy, Physical Therapist Assistant, or Occupational Therapy Assistant program.
- **Experience:** Prior experience in a physical therapy, occupational therapy, or other rehabilitation setting preferred but not required; will train the right candidate.
- **Language Ability:** Ability to understand and follow verbal and written instructions; communicate courteously and clearly with patients and staff, both in person and over the phone.
- **Math Ability:** Basic math skills for measuring, counting, and equipment adjustments.
- **Reasoning Ability:** Ability to recognize safety hazards, follow protocols, and make appropriate judgments within scope of role.
- **Computer Skills:** Basic computer literacy; experience with EMR systems preferred.
- **Licensure:** No license required; must work under the supervision of a licensed Physical Therapist or Occupational Therapist in compliance with the Texas Practice Acts.
- **Supervisory Responsibilities:** None; however, a Lead Rehabilitation Technician may be assigned supervisory duties by the Clinic Manager to assist in the administration, training, and coordination of other Rehabilitation Technicians.

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