

HUMBOLDT SENIOR RESOURCE CENTER
Job Description

JOB TITLE: Physical/Occupational Therapy Assistant
DEPARTMENT: Redwood Coast PACE
REPORTS TO: Physical Therapist or Occupational Therapist
FLSA STATUS: Non-Exempt/Hourly
APPROVED: **January 2022**

JOB SUMMARY: Under the supervision of the Physical and/or Occupational Therapist, provides physical therapy/occupational therapy services to Redwood Coast PACE participants according to departmental, professionally and regulatory standards of care.

ESSENTIAL DUTIES AND RESONSIBILITIES:

1. Supports Physical and Occupational Therapists in implementation and completion of individual and group treatments as outlined within participant Plans of Care by coordinating and assisting therapy-related initiatives including activities of daily living (ADL), functional mobility, range of motion (ROM), strength, coordination, balance, cognitive/perceptual remediation, and functional maintenance.
2. Counsel participants and their families on Home Exercise Program (HEP) and advice, in general, as made by Physical Therapist/Occupational Therapist.
3. Assists participants attending the Day Center with using equipment in the exercise gym to complete therapy maintenance programs as outlined in participant Plans of Care. Accepts and carries out physical activity/exercise recommendations and referrals from participant medical providers.
4. Prepares participants for therapy treatments by welcoming, comforting, providing, and assisting them with transition from the Day Center to the exercise gym.
5. Assigns specific exercises to participants and ensures that participants practice proper body mechanics during therapy and while using exercise and gym equipment. Ensures participants operate exercise and gym equipment correctly.
6. Maintains awareness and adjusts movement as necessary to accommodate specific participant injuries and/or effects of diseases on body movement during exercise.
7. Fit devices, such as walkers, canes, etc. to participant, and other equipment to help regain movement and reduce pain.
8. Routinely monitors vital signs such as blood pressure and pulse before and after exercise, as necessary.
9. Operates therapeutic ultrasound machine, and other modalities, as appropriate, to improve mobility and decrease pain.
10. Stages the exercise gym as directed by members of the Interdisciplinary Team, and maintains a clean and sanitary environment in the exercise gym at all times.
11. Provides equipment and supplies to other areas of the facility upon request. Sterilizes and delivers equipment and supplies to various therapy areas where therapy may be staged.
12. Leads exercise classes via zoom and in-person. Implement exercise programs as assigned by Physical Therapist/Occupational Therapist.

13. Helps to relocate participants to other areas of the facility and prepares participants for departure when leaving the Day Center.
14. Travels to participant homes, local hospitals, Skilled Nursing Facilities (SNF), and/or Residential Care Facilities for the Elderly (RCFE) to provide therapy services.
15. Records and assists Physical and Occupational Therapists during participant assessments.
16. Immediately reports any observed changes in participant behavior, health, or mobility to the nursing team and other members of the Interdisciplinary Team as needed.
17. Complies with safety policies and procedures, identifying and immediately reporting any potential or actual unsafe acts or conditions per the policies and procedures.
18. Takes necessary measures to ensure a safety environment for oneself, co-workers, contractors, participants, visitors and others.
19. Monitors personal safety and attends to good body mechanics. Ensures infection and exposure control and is prepared in case of emergency.
20. Participates on the Interdisciplinary Team as required and communicates effectively with participants, family members, caregivers, employees, and visitors.
21. Maintains accurate, timely, and complete participant records including progress in Personal Exercise Plan (PEP), charting daily participant attendance, encounters, and charge tickets, as well as completing documentation in medical tracking platforms.
22. Ensures participant records are up-to-date regarding ambulatory status, assistance needs, precautions, special instructions, recommended exercise, etc.
23. Continually seeks better ways for delivering services and communicating with participants.
24. Effectively collaborates with co-workers and contractors to meet PACE goals and further success of the program.
25. Complies with all policy and procedures of PACE.
26. Provides training to other staff members, such as CarePartners, as assigned. Attends trainings as determined by Redwood Coast PACE.
27. Participates in the process of teaching, training, and mentoring student interns working within the program area.
28. Maintains applicable Durable Medical Equipment (DME) including cleaning, minor wheelchair and walker repairs and adjustments, equipment safety checks, etc.
29. Acts in a manner consistent with agency values.
30. Other duties as assigned by Physical Therapist/Occupational Therapist.

EDUCATION &/or EXPERIENCE:

1. Associate's Degree in Physical Therapy Assistant or Occupational Therapy Assistant from an institution with a curriculum approved by the American Physical Therapy association or the American Occupational Therapy Association, the Committee on Allied Health Education and Accreditation of the American Medical Association, the Council on Medical Education of the American Medical Association and the American Physical Therapy Association or other equivalent organization approved by the Centers of Medicare and Medicaid Services.
2. One (1) year of experience working with a frail or elderly population, providing personal care in a health facility or in-home setting, preferred.

LICENSES OR CERTIFICATES:

1. Current CPR and First Aid certification within six (6) months of hire.
2. Licensed by the Physical Therapy Board of California or the Occupational Therapy Board of California.
3. Valid California Driver's License and personal auto liability insurance. Personal vehicle in good driving/operating condition, insured for State minimum liability requirements that can be used for the applicable job functions noted above.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check, pre-employment physical, and PPD skin test (TB screening).
2. Motor Vehicle Report verification.

JOB SKILLS:

1. Demonstrates respect for and promotes participant rights, including dignity, self-determination, and access to care, confidentiality, and independence.
2. Knowledge of therapy-related work principles and practices, including body mechanics, exercise safety, and therapy treatments. Familiar with and ability to use relevant medical and therapy terminology.
3. Demonstrates proficiency in application of therapeutic activity modalities including exercises in the Day Center.
4. Demonstrates proficiency in delivering age-specific care.
5. Excellent interpersonal skills that result in maintaining a positive attitude, team-building, and contribution to effective work relationships. Exhibits patience and compassion.
6. Sound verbal and written communication skills to convey information effectively. Ability to communicate effectively and openly with other team members on the status and needs of participants.
7. Ability to use good judgment, resourcefulness, flexibility, and problem-solving skills.
8. Ability to prioritize and complete duties within an agreed upon time frame, adjust personal schedule as required, and adapt appropriately to changes in priorities and workload.
9. Ability to understand detailed requirements in working activities.
10. Ability to incorporate an understanding of detailed requirements in work activities. Ability to collect and analyze data.
11. Ability to organize and maintain medical supplies and therapy gym inventory.
12. Ability to maintain a consistent level of productivity.
13. Strong basic computer skills (Microsoft Outlook, Word, Power Point, and Excel). Ability to navigate, use, and maintain database software programs.

SUPERVISORY REQUIREMENTS:

1. This position has no Supervisory requirements.

PHYSICAL REQUIREMENTS:

1. Physical abilities sufficient to move between different staff work areas, communicate with co-workers and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.
2. Ability to spend sufficient work time on feet, lifting and moving participants while using proper body mechanics and lifting techniques when assisting participants.

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**-Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
Under 10 lbs.				x		Reach over shoulder				x	
11-20 lbs.				x		Reach over head				x	
21-50 lbs.			x			Reach outward				x	
51-100 lbs.		x				Climb	x				
Over 100 lbs.		x				Crawl		x			
						Kneel				x	
<i>Pushing/Pulling</i>						<i>Squat</i>					
Under 10 lbs.				x		Sit			x		
11-20 lbs.				x		Walk-Normal Surfaces				x	
21-50 lbs.				x		Walk-Uneven Surfaces		x			
51-100 lbs.				x		Walk-Slippery Surfaces		x			
Over 100 lbs.				x		Stand				x	
<i>Other</i>						<i>Driving</i>					
Keyboard/Ten Key			x						x		
Fingering (Fine dexterity)			x								
Handling (grasping, holding)			x								
Repetitive Motion-Hands			x								
Repetitive Motion-Feet			x								

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.

Employee Signature

Date