

**HUMBOLDT SENIOR RESOURCE CENTER**  
**Job Description**

**JOB TITLE:** Therapy Aide  
**DEPARTMENT:** Redwood Coast PACE  
**REPORTS TO:** Physical Therapist or Occupational Therapist  
**FLSA STATUS:** Non-Exempt/Hourly  
**APPROVED:** November 2021

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**JOB SUMMARY:** Performs support and routine tasks related to day-to-day operations of therapy-related services and the exercise gym. Guides participants to complete assigned maintenance programs according to departmental, para-professional, 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. 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.
3. Prepares participants for therapy treatments by welcoming, comforting, providing, and assisting them with transition from the Day Center to the exercise gym.
4. Ensures participants practice proper body mechanics during therapy and while using exercise and gym equipment. Ensures participants operate exercise and gym equipment correctly.
5. Maintains awareness and adjusts movement as necessary to accommodate specific participant injuries and/or effects of diseases on body movement during exercise.
6. Routinely monitors vital signs such as blood pressure, and pulse before and after exercise as necessary.
7. Operates therapeutic ultrasound machine under the direction of Physical and Occupational Therapists. Operates, administers, and removes therapeutic paraffin wax, as appropriate.
8. Stages the exercise gym according as directed by members of the Interdisciplinary Team and maintains a clean and sanitary environment in the exercise gym at all times.
9. 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.
10. Facilitates and encourages participants with morning exercise group.
11. Helps to relocate participants to other areas of the facility and prepares participants for departure when leaving the Day Center.

12. Records and assists Physical and Occupational Therapists during participant assessments.
13. Immediately reports any observed changes in participant behavior, health, or mobility to the nursing team and other members of the Interdisciplinary Team as needed.
14. Complies with safety policies and procedures, identifying and immediately reporting any potential or actual unsafe acts or conditions per the policies and procedures.
15. Takes necessary measures to ensure a safety environment for oneself, co-workers, contractors, participants, visitors and others.
16. Monitors personal safety and attends to good body mechanics. Ensures infection and exposure control and is prepared in case of emergency.
17. Participates on the Interdisciplinary Team as required and communicates effectively with participants, family members, caregivers, employees, and visitors.
18. 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 the medical record and other medical tracking platforms.
19. Ensures participant records are up-to-date regarding ambulatory status, assistance needs, precautions, special instructions, recommended exercise, etc.
20. Consistently meets or exceeds Redwood Coast PACE targets for productivity.
21. Consistently meets or exceeds Redwood Coast PACE targets for customer service.
22. Continually seeks better ways for delivering services and communicating with participants.
23. Effectively collaborates with co-workers and contractors to meet Redwood Coast PACE goals and further success of the program.
24. Complies with all policy and procedures of Redwood Coast PACE.
25. Participates in the process of teaching, training, and mentoring student interns working within the program area.
26. Maintains applicable Durable Medical Equipment (DME) including cleaning, minor wheelchair and walker repairs and adjustments, equipment safety checks, etc.
27. Other duties as assigned.

**EDUCATION &/or EXPERIENCE:**

1. Must have a high school diploma or GED equivalent.
2. Combination of additional higher-education and/or relevant, applicable work experience in healthcare, fitness, therapy, or equivalent is preferred. Candidates with a degree in kinesiology, exercise science, or other therapy-related discipline, desired.
3. Minimum of at least one (1) year of experience working with a frail or elderly population, preferably providing personal care in a health facility or in-home setting.

**LICENSES OR CERTIFICATES:**

1. Current CPR and First Aid certification within six (6) months of hire.
2. Certified Nursing Assistant or Certified Home Health Aide is preferred.

3. Valid California Driver's License and personal auto liability insurance preferred. Personal vehicle in good driving/operating condition, insured for State minimum liability requirements that can be used for the applicable job functions noted above preferred.

### **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 preferred.

### **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 contribute to effective work relationships. Exhibits patience and compassion in work with participants.
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.

- 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
<b>Lifting/Carrying</b>						<b>Twisting/Turning</b>					
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	
<b>Pushing/Pulling</b>						Squat				x	
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	
<b>Other</b>						<b>Driving</b>		x			
Keyboard/Ten Key			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.*

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Employee Signature

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Date