



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 088-19

OPENING DATE: 05/08/2019

CLOSING DATE: 06/04/2019

POSTED: IN & OUT

POSITION: Physical Therapist
PAY GRADE: E11 (\$32.09/ph to \$39.31/ph)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health-Physical Therapist
REPORTS TO: CEO, Health Clinic
BACKGROUND LEVEL: Child Care

JOB PURPOSE:

Achieves the Physical Therapy Clinic goals and objectives by planning, directing, monitoring, and evaluating the daily operation of the clinic; performs physical therapy evaluations and carries out designated treatment plans for clients. Ensures the efficient and effective provision of physical therapy services to meet the needs of the community.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Performs evaluations, develops treatment plans and delivers physical therapy for patients with physician referral.
- Records information in patient records including: assessment, history, monitoring and education in accordance with policies and procedures.
- Ensures accurate and timely submission of medical records and billing forms.
- Provides patient education including: diagnostic results, medications, and treatments and assists the patient in complying with medical and physical therapy regimen.
- Collaborates care of clients with referring provider.
- Ensures the maintenance of equipment and an inventory of clinical, clerical and housekeeping supplies and orders supplies as needed.
- Verifies insurance and obtains proper authorization.
- Assumes responsibilities of PT technician as needed.
- Maintains patient attendance records; schedules and tracks patient visits.
- Refers patients to community health programs and resources as appropriate.

- Maintains current working knowledge of trends in physical therapy.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Hosts regular staff meetings to ensure communication among staff regarding clinic-related activities.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Maintains confidential information.
- Willingness to model healthy lifestyle behavior throughout the workday.

SUPERVISION RESPONSIBILITIES:

- Supervises Physical Therapy Technician in the daily activities of the Physical Therapy Clinic; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- Master's Degree in Physical Therapy.
- New Mexico Physical Therapy License.
- Three years progressive working experience as a physical therapist; with at least one year of outpatient orthopedic experience and one year supervisory experience.
- CPR and AED Certified.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge to physical therapy and general medical terminology.
- Knowledge to physical principals as related to body movement and physical therapy.
- Knowledge of OSHA guidelines for blood borne pathogens.
- Knowledge of commonly used drugs and pharmacology terminology.
- Knowledge of office functions, procedures, and policies.
- Knowledge of sterilization procedures.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Skill in operating various word-processing and database software programs.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to safely lift, assist and physically manipulate patients.
- Ability to learn and use ReDoc software for clinical documentation.
- Ability to demonstrate exercises and exercise equipment.

- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- Ability to work a varied schedule, including weekends and evenings.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires coordination, balance, frequent bending, stooping and lifting.
- Position requires frequent lifting of 50 lbs.
- Position requires assisting patients of any size and weight with basic mobility and balance.

WORK ENVIRONMENT

- Work is performed in a typical interior/office or health clinic environment with a moderate noise level.
- Employee will be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.