



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: **Physical Therapy Assistant (Part-Time)**
SUPERVISOR: Therapy Department Manager
LOCATION: Peter Christensen Health Center
POST DATE: **April 28, 2025**
CLOSING DATE: Open until filled

General Description: Under the direction of the Therapy Department Manager, the purpose of the position is to promote and maintain health by providing physical therapy services under the supervision of a physical therapist.

Qualifications: Must be a graduate of an approved 2-year Associate's program of Physical Therapy. Must have national registration and unrestricted license to practice in the state of Wisconsin. Must have minimum of 1-2 years of experience.

Salary: \$30-35/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Physical Therapy Assistant

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: Therapy Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of the Physical Therapy Assistant is to assist the Therapy Manager in the functions related to the practice of Physical Therapy. Specific responsibilities include but are not limited to the following:

1. Work as part of a team to provide physical therapy services under the direction and supervision of the physical therapist.
2. Assess patient health and conditions by interviewing patients and reviewing physical therapist's interpretations of patient evaluations and test results.
3. Perform therapeutic procedures as directed by the supervising physical therapist.
4. Meet with Medical Staff and key nursing personnel to discuss implementation of physical therapy services and patient care plans, as needed.
5. Provide consultation to Medical Staff and nursing personnel regarding physical restorative programs.
6. Comply with established clinical policies and procedures and enforces infection control and safety policies.
7. Maintain good employee, interdepartmental and public relations.
8. Remain current in the field of Physical Therapy through literature, workshops and seminars.
9. Maintain Physical Therapy Aide Certification/Licensure and obtain all CEU's needed for maintenance.
10. Follow standards for patient participation.
11. Maintain Physical Therapy equipment.
12. Maintain department records and related duties.
13. Maintain adequate inventory of supplies and equipment in the Therapy Department.
14. Prepare patient and equipment for physical therapy.
15. Orient patient to procedures involved and is responsible for patient's safety while undergoing therapy.
16. Maintain treatment records, patient files, written prescription and writes and charts progress notes as necessary.
17. Perform periodic review of quality and appropriateness of treatment provided.
18. Demonstrate and instruct patients as to the use of medical appliances, massage and exercise between treatments.
19. Instruct patient and/or families on home therapy programs when necessary.
20. Assist in developing departmental policies as necessary.
21. Maintains strictest confidentiality according to HIPAA standards and upholds confidentiality working with sensitive patient data.
22. Participates in mandatory trainings and meetings.
23. Understands the principle of Quality Improvement and participates in appropriate QI projects.
24. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow up.
25. Responsible for performing all other job duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Tribal and Peter Christensen Health Center Staff.
2. **External:** Frequent contact with patients and outside providers.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Therapy Manager

H. EDUCATION: Must be a graduate of an approved 2-year Physical Therapy Assistant program.

I. EXPERIENCE: Strong work history and demonstrated ability to work in Therapy setting is required. Must have national registration and unrestricted license to practice in the state of Wisconsin. Must have minimum of 1-2 years of experience.

J. SKILLS:

1. Must be able to maintain strict confidentiality according to HIPAA regulations.
2. Possess above average typing ability and mathematical skills.
3. Must have CPR (Heart Saver or Basic Life Support) certification or obtain within six months of hire and maintain bi-annually thereafter.
4. Willing to complete additional training if deemed appropriate.
5. Ability to understand and follow written and verbal instructions.
6. Must be dependable, reliable, responsible, and possess excellent customer service.
7. Ability to maintain composure and professionalism in difficult situations.
8. Must be able to attain and maintain Healthcare Provider background check for the state of Wisconsin.
9. Must be able to attain and maintain a license to practice as a Physical Therapy Assistant from the State of Wisconsin.
10. Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
11. Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery, tools and/or materials used in performing essential functions.
12. Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
13. Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
14. Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Possible exposure to communicable diseases and other conditions common to a clinic environment.
2. **Exposure to Hazards:** May be exposed situations where pace of work is often times extremely busy and stressful.
3. **Physical Requirements:** Sitting, walking, bending, long hours of standing, and occasional lifting and carrying items weighing up to 50 pounds. Requires normal vision acuity and hearing.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Physical Therapy Assistant to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau tribe will not be tolerated and may be subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Employee must provide proof of immunity to or vaccination of measles, mumps, rubella, varicella, pertussis/Tdap and Hep B at the time of employment and submit to a TB test. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

_____ Employee	_____ Date
_____ Previously signed	_____ Date
Tribal Administrator	

_____ Manager	_____ Date
_____ Previously signed	_____ Date
Human Resource Director	