



## Elbowoods Memorial Health Center

Human Resource Department  
1058 College Drive  
New Town, ND 58763-4400  
(701) 627-4750  
Fax Number: (701) 627-2809

EXEMPT\_X\_  
NON-EXEMPT\_\_

### POSITION DESCRIPTION

**POSITION:** Physical Therapist  
**RESPONSIBLE TO:** Chief Medical Officer  
**SALARY:** Starting salary will be determined by funding, experience, and training level.  
**CLASSIFICATION:** Non-Management, Regular, Full-time  
**LOCATION:** Elbowoods Memorial Health Center

**POSITION SUMMARY:** Evaluates patients and develops physical therapy treatment programs in collaboration with the physician and provides physical therapy treatments to patients. Administers complex active and passive therapeutic exercise, therapeutic massage and various modalities. Instructs, motivates and assists patients / caregivers in learning and improving activities of daily living. Supervises and directs the efforts of the Physical Therapy Assistant, if one is assigned. (Position includes but is not limited to the following):

#### ESSENTIAL DUTIES & RESPONSIBILITIES

1. Requisition and management of equipment and supplies required to increase client's function and independence as appropriate to care.
2. Responsible for the establishment and ongoing evaluation of treatment programs, plan of care, goals and discharge plans for the patients as related to Physical Therapy needs and in conjunction with the physician.
3. Makes revisions to the plans and goals based on changes in patient status.
4. Initial & interim assessment of client's level of functioning and recommends, in writing to the patient's physician, the need for a rehabilitation program, goals and discharge plans, either restorative or maintenance
5. Upon receipt of the Physician's orders, interprets and implements those services and programs related to Physical Therapy. Ensures these orders are carried out in a professional manner satisfying professional ethics, patient rights and State and Federal codes and regulations.
6. Assists in coordinating Physical Therapy program with other appropriate health care providers / disciplines providing services to the patient.
7. Facilitates effective communication amongst other clinicians providing care to the patient.
8. Completes and submits all required documentation within established agency guidelines

9. Demonstrates therapy for the nurse, home health aide, family members or other responsible person who may assist the patient with physical therapy rehabilitation program.
10. Observes and evaluates the performance of those assisting in the physical therapy program and provides guidance as necessary.
11. Re-evaluates the patient's progress and therapy program making changes as necessary and under the physician's direction.
12. Participates in interdisciplinary patient care conferences as applicable and maintains ongoing communication with all disciplines involved in the patient Plan of Care.
13. Contacts the physician with any changes in patient status or program, obtaining new orders.
14. Maintains current, accurate clinical records; timely charts changes in patient condition, adverse reactions, problems with informal supports or home environment and reports such to supervisor. Records are written the day service is rendered and reflect the current condition of the patient.
15. Interprets Medicare guidelines.
16. Responsible to obtain prior approvals as required by third party payers.
17. Supervises and/or executes all skilled treatment programs as prescribed by the Plan of Care.
18. Schedules patients with other team members.
19. Instructs and informs the home health aide of the patient's medical status and physical therapy program. Completes necessary HHA supervision form and HHA plan of care (aide care plan).
20. Instructs the patient, family, nurses and HHA in the use of self-help devices which are determined to be necessary for the patient's rehabilitation.
21. Acts as a referral source for staff, families, physicians on services and equipment related to rehabilitation services. Promotes services offered through communication with potential referral sources, including on-site visits, attendance at expos, fairs, etc.
22. Performs client / family education as appropriate
23. Provides supervisions to PTA's and paraprofessionals according to State regulations
24. And other duties as assigned.

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*

### **OTHER DUTIES & RESPONSIBILITIES**

- 1) Represents TAT Health Care Centers in a highly professional manner.
- 2) Establishes positive communications with all departments of EMHC to assure stable operations.
- 3) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- 4) Maintain required reporting as assigned.
- 5) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.

- 6) Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
- 7) Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

Demonstrates a clear understanding of the Mission, Purpose and Philosophy.

2. Adheres to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty.

3. Takes initiative and responsibility for decisions as an individual and as a company. Exhibits commitment to personal and companywide goals.

4. Participates in the ongoing development of competencies, capabilities, technology and the resources needed to achieve high standards of efficiency and effectiveness. Approaches everything with the passion and desire to meet the highest standards.

5. Places needs of the patient first at all times. Care management and service delivery are developed with the goals of the patient's healing and support in mind. Strives to deliver lasting value to our patients in the comfort of their home.

6. Strives to help lead the industry through vision, technology, innovation, and customer service. Strives to make a difference in the lives of our employees, patients, and community. Encourages a positive environment and experience for co-workers and patients.

7. Treats employees, patients, and business partners with respect. Fosters teamwork by trusting and supporting each other while encouraging collaboration at all levels of the organization. Embraces diversity and demonstrates the ability to work together.

8. Promotes a safe and efficient working environment by adhering to agency policies and procedures.

9. Maintains confidentiality of all agency and patient related information. Protects patient rights as defined in the patient Bill of Rights.

10. Maintains proper attendance and punctuality to ensure that the department is operated in an efficient and cost effective manner.

11. Adheres to departmental and agency dress codes as observed by supervisor.

12. Communicates information effectively both verbally and in writing.

13. Attends and participates in staff meetings, required in-services, agency PI activities and other meetings as requested.

14. Utilizes material, equipment and time in a safe, beneficial, and cost effective manner

15. Organizes workload to complete responsibilities in an appropriate and timely manner.

16. Observe infection control and standard precautions.

## **QUALIFICATIONS, EXPERIENCE, EDUCATION**

- Graduation from an accredited program of physical therapy, **REQUIRED**.  
*Must submit copies with application.*
- Certification to practice in North Dakota as evidenced by current licensure as a physical therapist **REQUIRED**. *Must submit copies with application.*
- Computer knowledge and proficiency, **REQUIRED**.
- Possession of a current, valid State Driver's License, reliable transportation.

- Excellent verbal and written communication skills, **REQUIRED**.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

### **PHYSICAL DEMANDS/WORK ENVIROMENT**

- The work requires regular standing to perform work, walking between the different community and clinic areas, and reaching and bending to obtain supplies and accomplish tasks. Occasionally lifts up to 50 pounds. Duties involve extensive driving between communities in all road conditions
- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside and outside the property with exposure to inclement weather and unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish facility goals.

### **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

## **APPLICATION PROCEDURE**

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes  
ATTN: Human Resource Dept.  
404 Frontage Road  
New Town, ND 58763**

**Please Note:** If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

**Indian Preference Will Apply:** In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

**Veterans Preference Will Apply:** In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.