



PHYSICAL THERAPIST ASSISTANT (PTA) JOB DESCRIPTION

General Responsibilities:

Responsible for implementing ongoing treatment and therapy plans for eligible children birth through twenty-one years of age and providing documentation of services under the supervision of a Physical Therapist (PT).

Immediate Supervisor:

Director of Therapy

Minimum Educational/Certification Qualifications:

A.A./ A.S. degree as a Physical Therapist Assistant (PTA). Current license issued by the State of Wyoming Board of Physical Therapy. Knowledge of pediatric therapy and one year's experience working with children birth to twenty-one years of age is preferred.

Essential Duties to be conducted under the supervision of a Physical Therapist:

- Provide early intervention services for children with documented delays and or disorders.
- Provide physical therapy services under the supervision of a Physical Therapist to address children's motor delays and disorders including, but not limited to focus on functional training, coordinated movements, strengthening and motor movement.
- Provide individual and/or group physical therapy in a variety of settings.
- Provide individual and group therapy while maintaining the least restrictive environment or natural environment according to a child's IEP/IFSP.
- Create treatment/therapy plan of care to suit the individualized needs of a diverse population of children.
- Attend IEP/IFSP meetings and assist in appropriate plan development.
- Formulate appropriate short-term and long-term goals/objectives based on individual needs.
- Select appropriate treatment, interventions and activities to promote attainment of short-term and long-term goals and objectives dependent upon the needs of each child.
- Gather intervention data and review with supervising Physical Therapist.
- Report progress and current status to appropriate parties, which may include family members, teachers, other agencies and/or medical professionals.
- Must have knowledge of formal and informal evaluation tools and be able to administer, interpret and report the results of formal/informal assessments.
- Meet timelines for required program documentation including but not limited to: case note documentation, assessment reports, as well as, any required reports related to the job, child's goals, progress notes, etc.
- Gain knowledge and adhere to Rules and Regulations Governing Services to Children with Disabilities according to the Individuals with Disabilities Education Act (IDEA).
- Keep up to date and current in knowledge of disorders related to the field of physical therapy and the treatment approaches and best practices.
- Preserves and protects children and families' confidentiality in all situations and with all documentation.
- Design and conduct trainings for parents, families and community members.
- Provide Home Exercise Programs (HEP) for all children on a regular basis and document the HEP in the child's case notes.
- Make referrals to related service agencies/professionals when needed with prior approval from the Director of Therapy.
- Must follow the rules and regulations governing the practice of Physical Therapy as defined by the Wyoming Board of Physical Therapy.
- Manage multiple priorities associated with the requirements of the job while maintaining an effective and efficient work schedule.
- Must seek appropriate additional tasks when work is completed.

Essential Duties (cont):

- Must attend staff meetings, team meetings, trainings, and other required meetings on time and as scheduled.
- Respect the cultural diversity and dignity of others and treat them with fairness and courtesy.
- Must follow all policies and procedures of CDC.
- Must be willing to perform other duties as assigned.

Skills Required:

- Ability to interact in a positive and effective manner with a wide variety of people including children, parents, families, staff members, and community members in order to promote positive relationships within the work setting and community.
- Must be reliable, organized and detail oriented to maintain an effective and efficient schedule.
- Must have strong oral and written communication skills in order to interact effectively with a wide variety of people.
- Must maintain a high level of confidentiality relative to all matters at CDC.
- Must possess extensive computer experience and abilities.
- Must respect the cultural diversity and dignity of others and treat them with fairness and courtesy.
- Work efficiently as part of a multidisciplinary team.

Physical/Environmental Requirements:

- Must be able to work in a variety of positions, including but not limited to: stooping, kneeling, crouching, crawling, reaching, sitting, etc.
- Must be able to lift 35 lbs. unassisted.
- Must be able to tolerate air conditioned buildings and fluorescent lights.
- Must be able to work effectively in a stressful environment.
- Must be able to hear and process ordinary conversation, telephone conversation, and quiet sounds with or without aid.
- Must be able and willing to drive to meet job requirements.
- Must be able to operate and use equipment necessary to perform essential functions of the job.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE POSITION. IN OTHER WORDS, YOU MUST BE ABLE TO MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE POSITION.

Acknowledgement of job requirements:

I have read and understand the requirements and essential job duties of the **Physical Therapist Assistant**. I am able to perform the essential duties of the position, as defined above, without presenting a danger to either myself or others with or without reasonable accommodations. I understand that this document does not change the at-will nature of my employment. I may terminate my employment for any reason, at any time, and CDC may do the same. CDC is an equal employment opportunity employer.

Signature: _____ Date: _____

Printed Name: _____



1. Live Each Day with Courage
2. Take Pride in Your Work
3. Always Finish What You Start
4. Do What Has to Be Done
5. Be Tough, But Fair
6. When You Make a Promise, Keep It
7. Ride for the Brand
8. Talk Less and Say More
9. Remember That Some Things Aren't For Sale
10. Know Where to Draw the Line