

- Transport patients to proper location according to the daily time schedule utilizing all necessary safety precautions in all areas of the hospital as requested.
- Transport, transfer, and/or assist patient in and out of wheelchair, bed, tilt table or stretcher safely and without undue discomfort to patient.
- Assist in scheduling inpatients and outpatients as needed.
- Arrange schedule so patients will arrive in the department for their scheduled visit: delays will be reported to the therapists no later than the scheduled time of expected arrival.
- Assist patients as necessary for transfers, dressing and toileting.
- Assist in the maintenance, care, and cleaning of equipment and supplies.
- Demonstrate knowledge of and utilizes good body mechanics.
- Understand oxygen procedures in transport of patients.
- Transport/deliver equipment, records, mail/messages in a timely manner as requested or according to daily schedule.
- Manage or assist with control of linen and supply inventory as requested to include:
- Organize and stock inventory systematically and efficiently; check inventory levels on a daily basis or according to area standard and place as needed, and check orders received for accuracy and damage.
- Consistently help therapists meet patient care productivity standards for job classification.
- Work cooperatively with peers to contribute to the overall productivity of the team.
- Actively support and participate in cross coverage efforts in the department.
- Report patient responses/reactions to treatment.
- Complete activity logs, safety logs, stamped patient attendance information, and other projects as assigned.
- Post charges and assist with phone coverage as needed.
- Communicate with patient and staff in courteous, respectful, and supportive manner.
- Respond promptly to requests for assistance in a cooperative and enthusiastic manner.
- Assist with orientation and training of volunteers assigned to PT, OT, or SLP.
- Assist in implementing changes to effect continual improvement in services provided
- Comply with regulatory and legal requirements.
- Aid with and co-treat on more complex therapy procedures appropriate for non-licensed staff, including independent performance of some treatment techniques with on-site supervision.
- Manage custom supply orders, including: delivery tracking, sending packing slips to procurement, and processing returns in appropriate and timely manner.
- Check equipment routinely to ensure proper operation and follows procedures for notification, repair, replacement.
- Display flexibility in scheduling.
- Attend staff, UR, and in-service meetings as instructed
- Provide on-site supervision to assigned aides.
- Organize workload for assigned staff in fair and equitable way.

- Will keep all primary facility operations, discussions, incidents, and disciplinary actions confidential and will not exchange gossip or primary facility information with staff at other facilities. Failure to fulfill this duty and responsibility may result in disciplinary action up to and including termination
- Maintain the standards of accurate and efficient filing of patient records as required by law, administrative/facility regulations, and Cadia Healthcare
- All filing will be done at the end of the day
- Assist with patient transport and treatments during treatment hours.
- Has regular and prompt attendance.
- Attends scheduled meetings as requested
- Must be able to meet physical demands of the position
- Other duties as assigned.

Education and or Experience:

- High School graduate or an equivalent combination of related education and experience which provides the required knowledge, skills, and abilities.

Work Environment:

Works in clean, well-lighted, heated and ventilated areas. Regularly works under conditions that are stressful. Experiences intermittent exposure to hazardous waste and communicable diseases. Contact with staff, physicians, patients/families, community.

Physical Demands:

Must be able to lift, push, pull, carry, stoop, kneel and reach as necessary to perform the essential functions of the job. While utilizing appropriate assistive devices maybe required to move up to and in excess of 50 pounds. Reasonable accommodations may be made to enable individuals to perform the essential functions of the job.

JOB DESCRIPTION REVIEW AND ACKNOWLEDGEMENT:

I have read this job description and understand the requirements and that I am expected to complete all duties as assigned. I understand that job functions may be altered from time to time. I understand that this job description is not all-inclusive and that I will be responsible for performing other duties as assigned.

Employee Signature

Date