



**Three Affiliated Tribes  
Elbowoods Memorial Health Center**

1251 Elbowoods Loop  
New Town, ND 58763-4400  
(701) 627-4750 Fax: (701) 627-2809



**Job Description**

**PHYSICAL THERAPIST**

*EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*

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| <b>REPORTS TO: Chief Medical Officer</b><br><b>DEPARTMENT: EMHC Medstaff</b><br><b>SALARY: \$32.69 – \$48.00</b><br><b>CLASSIFICATION: Exempt</b> | <b>FLSA STATUS: FT-Regular</b><br><b>LOCATION: 1251 Elbowoods Loop</b><br><b>OPENING DATE:</b><br><b>CLOSING DATE:</b> |
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**POSITION SUMMARY:**

The Physical Therapist reports to the Chief Medical Officer with overall responsibility to the CEO. The Physical Therapist 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. Directs the efforts of the Physical Therapy Assistant, if one is assigned.

**ESSENTIAL DUTIES AND 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. Revises 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, ensure 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;



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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 for obtaining 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 supervision to PTA's and paraprofessionals according to State regulations;
24. Represents EMHC in a highly professional matter;
25. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
26. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
27. 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;



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28. Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
29. Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center;
30. Attend training and maintain certifications as required; and
31. Other duties as assigned.

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

#### **SUPERVISORY REQUIREMENTS:**

- Supervisory role does not exist.

#### **COMPETENCIES:**

- **Analytical** – The individual synthesizes complex or diverse information;
- **Problem solving** – The individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully;
- **Verbal/written communication** – The individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings;
- **Delegation** – The individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegation activities;
- **Management skills** – The individual includes staff in planning, decision-making, facilitating and process improvement; makes self-available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth;
- **Quality management** – The individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness;
- **Judgment** – The individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions;
- **Planning/Organizing** – The individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans;
- **Safety and Security** – The individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

#### **KNOWLEDGE AND ABILITIES:**

##### Knowledge

- Knowledge of the MHA Nation and Elbowoods Memorial Health Center policy and procedures of personnel administration;
- Knowledge of sound techniques in all aspects of personnel management;
- Knowledge of the organizations and operations of administrative programs.

##### Abilities



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- Ability to develop long-term plans and programs and to evaluate work accomplishments;
- Ability to apply and adapt practices and techniques to the special requirements of senior management;
- Ability to establish and maintain effective relationships with other management staff, employees, and the public;
- Ability to present facts and recommendations effectively in oral and written form;
- Ability to be punctual, reliable, dependable and able to maintain confidentiality.

#### **MINIMUM QUALIFICATIONS AND EDUCATION:**

- Graduation from an accredited program of physical therapy; **REQUIRED**
- Certification to practice in North Dakota as evidenced by current licensure as a physical therapist; **REQUIRED**
- Familiarity with MHA Nation culture, values, and traditions;
- Valid Driver's License and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle; **REQUIRED**
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

#### **WORKING CONDITIONS:**

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 1:00 p.m. to 5:00 p.m. CST;
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job;
  - Work is performed in an office and clinic 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 with exposure to 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 organizational goals;
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
  - The individual is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear;



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- The individual is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl;
- The individual must regularly lift and/or move up to 50 pounds;
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
- Must be alert, oriented, ability to perform with accuracy and always be self-conscious of surroundings.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

**THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.**

**PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.**

**All interested individuals must submit the following information:**

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to [ABR\\_MNTEMHCrecruitment@ihs.gov](mailto:ABR_MNTEMHCrecruitment@ihs.gov) & [Recruitment@mhanation.com](mailto:Recruitment@mhanation.com)

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_