

Klamath Health Partnership

Job Description and Responsibilities



Position: Physical Therapy Manager

Salary Range: \$\$

Status: Regular, Full-time Exempt

Reports to: Chief Medical Officer

Location: Klamath Open Door

Job Summary-Subject to change

The Physical Therapy Manager is responsible for the supervision of all physical therapy staff, interviewing and training employees, appraising performance, addressing complaints and resolving problems, and ensures appropriate staffing/scheduling. The Physical Therapy Manager will perform direct patient therapy within their area of expertise and monitor patients' progress. The PT Manager will implement and evaluate patient care programs and make sure therapy procedures are effective and being completed with the appropriate level of intensity.

DUTIES AND RESPONSIBILITIES:

1. Manage daily operations of the facility including staff scheduling, operational action plans, maintenance of equipment and property, patient documentation.
2. Assures patients are effectively and timely screened, evaluated, treated, and documented appropriately.
3. Set priorities, delegate tasks, and solve problems within the department.
4. Create and evaluate the effectiveness of departmental programs.
5. Maintain excellent standards of physical therapy.
6. Direct and maintain records and reports that comply with all applicable laws, including HIPAA, safety requirements, etc.
7. Observes and evaluates treatment effects. Recommends change to physician, if needed
8. Demonstrates knowledge and proficiency of Physical Therapy modalities.
9. Treats patients and their families with respect and dignity. Identifies and addresses psychosocial needs of patients and family members.
10. Establish policies and practices to coordinate physical therapy with other disciplines, including occupational therapy, speech pathology, audiology, and other health services.
11. Oversee subordinates on issues such as hiring, promotions, and departmental moves, and conduct performance evaluations.
12. Make the final decisions to resolve problems within the department, including employee utilization, grievances, and disciplinary actions.
13. Direct research applicable to therapy services.
14. Develop training and educational programs for onboarding new staff members.
15. Provides additional services determined by mutual agreement with Medical Director and Executive Director.

QUALIFICATIONS:

1. Current, valid license to practice in the State of Oregon or be eligible to obtain an Oregon license.
2. Possess the tact necessary to deal effectively with patients, physicians, and employees.
3. Current BLS certificate.

Klamath Health Partnership

Job Description and Responsibilities



4. Current, relevant, and substantial knowledge of areas related to health center licensing and operations, e.g., legal/regulatory, administrative, policy, protocols, and other clinical issues, especially within a FQHC environment, required.
5. Demonstrated ability to work effectively independently and as part of a team, in collaborative settings, required.
6. Understands and is committed to maintaining highest level of confidentiality.
7. Sensitivity to needs of culturally diverse patient and employee population.
8. Willingness and ability to work some evenings and weekends, as needed.
9. Must have a pleasant, professional attitude toward patients, customers, co-workers, and supervisors.
10. Teamwork skills a must.
11. Clear from any State or Federal exclusion

PHYSICAL REQUIREMENTS:

1. Duties require extensive standing and walking.
2. Requires lifting, positioning, pushing, and/or transferring patients.
3. Duties require frequent reaching, stooping, bending, kneeling, and crouching.

ACCOMODATIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is expected to work Monday through Friday, 8:00 a.m. – 5:00 p.m. and will be called upon to work extended hours and Saturdays from time to time. While performing the duties of this job, the employee is regularly required to walk, talk, bend, lift, carry, write, and hear. The employee frequently is required to stand, walk, sit and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.