



<b>Job Title</b>	<b>Physical Therapy Assistant</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>18280</b>

**Class Specification – Physical Therapy Assistant**

**Summary Statement:**  
 The primary purpose of this position is to assist the physical therapist in providing treatment, write treatment and progress notes, and clean and organize the treatment areas ensuring they are ready for the day’s patients. Supervise patients while they follow the treatment plan, making sure the patient correctly and successfully carries through the plan. Provides treatment at the direction of the Physical Therapist and communicates with the Physical Therapist any pertinent information concerning patient progress, problems, and treatment plans.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
100%	Measure the patient’s motor function; record strength and muscle performance; and assist physical therapists in developing treatment plans. Observe patients and write progress reports; evaluate the capability of patients to function independently; assist patients in carrying out specific exercises; and treat patients with varieties of techniques including stretching and massage. Help patients with equipment and devices; provide information on the use and care of braces or prostheses; and use electrical stimulation and ultrasound. Educate patients on how to exercise properly to strengthen muscle and improve mobility. Teach the patients and their family members what to do at home after treatment. Assist and conduct ergonomic assessments.

**Competencies Required:**

**Human Collaboration Skills:** Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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**Math:** Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self- study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**  
 Skilled in a Technical Field – Work required a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.  
**Education:** Equivalent to completion of the twelfth grade (high school diploma or GED).  
**Experience:** One year of full-time physical therapist assistant work experience.

**Education and Experience Equivalency:**  
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.  
 Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.  
 Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**



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Position has no responsibility for the direction or supervision of others.

**Supervision Received:**  
 Receives Directions: The employee normally performs the duty assignments after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

**Fiscal Responsibility:**  
 This job title has no budgetary/fiscal responsibility.

**Physical Demands:**  
 Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Rarely
Wetness and Humidity	Rarely
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, standard office equipment, ultrasound, electrical stimulation (HVGS TENS), and traction equipment.

**Specialized Computer Equipment and Software:** Microsoft Office and Electronic Health Records software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: August 2018