



JOB DESCRIPTION

Job Title: Restorative Therapy Aide

Department: Resident Support Services

MISSION STATEMENT

*As partners in ministry, we commit to further
the mission of the Sisters of the Holy Cross.
We strive for excellence in all we do
while using our resources wisely.
We are called to live and minister in right
relationships as we witness to gospel values
and build just and caring communities.*

CORE VALUES

Respect:

Recognizes the dignity, value and uniqueness of each person as created and loved by God.

Hospitality:

Welcomes strangers, guests and partners in ministry with kindness and consideration.

Compassion:

Compels us to stand with and embrace others in their suffering, that together we may experience God's liberating and healing presence.

Service:

Works with and for others by sharing our gifts and talents to accomplish the mission.

Main Function:

Provides services that will enhance physiological adaption, increase functional level in performance of activities of daily living, prevent complications associated with inactivity, and improve individual dignity and quality of life for the Sister.

ESSENTIAL FUNCTIONS

Treatment

Prepares the treatment area for the Sisters by following prescribed procedures and protocols.

Prepares the Sisters for physical therapy treatment by welcoming, comforting, providing and/or assisting the Sisters to their treatment area. Identifies the Sisters skills and abilities and aides them in participating in activities of daily living but allows the Sisters to function to their fullest potential.

Administers therapy consisting of range of motion exercises, gait training, transfer training and other exercise programs specifically designed for each Sister.

Conducts exercise classes/sessions as required/directed.

Supports residents in activities of daily living if necessary.

Aides in applying heat/cold packs, paraffin dips, helping Sisters onto exercise equipment, monitoring motion, tracking walking times/speed and distance; measuring mobility.

Assists Sisters in ambulating and transferring, using appropriate equipment (i.e. Easy Stand, Easy Lift) and follows proper techniques for lifting using proper body mechanics.

Communication

Communicates with the Sisters, colleagues, Superiors, volunteers, guests and supervisor in a friendly, courteous and professional manner.

Provides information to patients by answering questions and requests, allaying fears. Demonstrates a thorough understanding of the effects of the aging process when speaking with the Sisters by removing distractions, lowers tone of voice, makes eye contact, speaks slowly and calmly, uses gestures when appropriate.

Demonstrates skills in avoiding or de-escalating conflict between Sisters and staff or themselves. Avoids confrontation or contradiction. Distracts appropriately

Maintains Sisters confidence and protects operations by keeping information confidential. Supports the Sisters worth and dignity.

Serves and protects the community by adhering to professional standards, policy and procedures, CORE Values and the Mission Statement for the Sisters of the Holy Cross.

Education and Training

Provides necessary training and instruction to the Sisters in the use of walkers, canes, wheelchairs. Also provides the necessary training/instruction for use of treadmill, NuStep and other equipment in the therapy department.

Consistently participates in educational opportunities as recommended or mandated to maintain job knowledge.

Environment

Maintains safe, orderly and clean working environment by complying with procedures.

Maintains equipment and supplies by sterilizing equipment and supplies in the treatment area; prepares equipment for therapist access.

Aides and ensures operation of physical therapy equipment by completing preventative maintenance requirements; following manufacturer's instruction; troubleshooting malfunctions and reports repairs as needed. Aides in organization of equipment storage rooms.

Maintains physical therapy supplies inventory by checking stock to determine proper/reasonable inventory level, anticipates needed supplies, placing the expediting orders for supplies.

Enhances physical therapy department and community reputation by accepting ownership for accomplishing new and different requests; explores opportunities to add value to job accomplishments.

Is alert to the needs of all Sisters. Reports any changes in the condition of the Sisters to supervisor.

Other

Maintains attendance and observes working hours, starting/stopping times, lunch periods and breaks.

Complies with policies and procedures, regulations and instructions. Follows established systems and procedures, completes assignments with minimal supervision.

MINIMUM QUALIFICATIONS

Education: A high school graduate, CNA certification preferred.

Experience: Required one (1) year of patient care experience required, preferred one (1) year specialized training under a licensed physical/occupational therapist required in a therapy clinic

Planning and Organization Skills: Works primarily on a daily schedule. Needs to be able to anticipate daily workflow and unforeseen changes to a schedule. Arranges and coordinates immediate work in relation to available resources using work procedures and methods.

Responsibility: Must be able to interpret and apply providers directions in the application of physical therapy to residents. Has little or no opportunity to make choices and work is generally under close supervision.

Problem-Solving: Routine, repetitive work, detailed instructions under close supervision. Problems require solution by choice rather than analysis. Adverse thought process may result in prolonged debilitation or potential physical impairment.

Personal Interaction: Frequent communication with residents and other internal staff members. Work requires routine, casual interactions, requiring accepted politeness and courtesy.

Work Environment: Pleasant indoor working environment.

Equipment Utilization: Operates specialized or complicated equipment. Work requires understanding of simple work process found in physical therapy environment.

Hazards or Fatigue: Ordinary care and caution must be exercised while performing work activities. Occasional muscle fatigue, backache and headache may be present after prolonged activity.

Planning and Organizing: Works primarily on a day-to-day plan. Anticipates daily workflow. Rearranges schedules for emergencies. Arranges and coordinates immediate work in relation to available resources using prescribed work procedures and methods.

Directing and Instructing: Assists and instructs residents in exercises and gait training.

Budgeting: Not required.

Scope of Supervision: Not required.

Other Acknowledgements:

Sisters of the Holy Cross, Inc., is an equal opportunity employer. In order to protect the right to equal employment opportunity, this organization does not discriminate against individuals on the basis of race, color, age, sex, national origin, creed, or qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job-related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.