Stockbridge-Munsee Community

Department of Human Resources **Telephone: (715)793-4375**
PO Box 70 **FAX: (715)253-2432**
Bowler, WI 54416 **Email: bev.miller@mohican-nsn.gov**

POSITION DESCRIPTION

POSITION: Physical Therapist **POSTING DATE:10/20/22**
LOCATION: S/M Community **CLOSING DATE:10/27/22**
SALARY: Negotiable **PAYGRADE: 7**
Reports to: Medical Director

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES: Under the administrative direction of the Medical Director, the purpose of the position is the management of the Physical Therapy Department, providing physical therapy services as determined by patient needs, medical and administrative direction and available facilities.

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description.
6. Must be COVID 19 fully vaccinated and remain up to date with required doses.

DUTIES:

1. Meet with Medical Staff and key nursing personnel, and administration to discuss implementation of physical therapy services and patient care plans.
2. Provide consultation to Medical Staff and nursing personnel regarding physical restorative programs. Treatment will be started only by physician referral.
3. Comply with established clinical policies and procedures and communication codes and enforces infection control and safety policies.
4. Review patient charts to assure conformance with patient protocols.
5. Provides medical input into clinic policies, procedures, and protocols
6. Completes documentation into patients charts using available Electronic Health Records preferable same day or max within 48 hours.
7. Establish, review, and maintain medical standards with the aim of assuring the quality of medical care provided to clinic patients.
8. Works closely with Medical Coders and provides and completes CPT, or Diagnosis codes, or HICPCS Codes for patient billing purposes.
9. Participate in a peer review system which includes:
   A) Problem identification by monitoring discussions at provider meetings.
   B) Patient care protocols reviews.
   C) Quarterly medical charts audits-policy, goals, and implementation.
   D) Continuing medical education (CME) policy and goals.

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10. Maintain good employee, interdepartmental and public relations.
11. Remain current in the field of Physical Therapy through literature, workshops and seminars.
12. Plan, direct and execute Physical Therapy program and activities to meet objectives prescribed by attending physician.
13. Establish standards for patient participation and apply diagnostic and prognostic tests providing physical therapy as prescribed.
14. Maintain Physical Therapy equipment.
15. Oversee and ensure cleaning, infection controls, proper functioning, minor repairs and evaluation of replacement of equipment used in PT.
16. Maintain department records and related duties.
17. Maintain adequate inventory of supplies and equipment.
18. Oversee and manage the department budget, including communication to administration on budget needs.
19. Prepare patient and equipment for physical therapy.
20. Orient patient to procedures involved and is responsible for patient's safety while undergoing therapy.
21. Maintain treatment records, patient files, written prescription and writes and charts progress notes as necessary.
22. Report to attending physicians.
23. Initiate periodic review of quality and appropriateness of treatment provided.
24. Demonstrate and instruct patients and nursing personnel as to the use of medical appliances, massage and exercise between treatments.
25. Instruct families on home discharge program when necessary.
26. Performs related duties as directed.
27. Must maintain an acceptable departmental attendance record.
28. Must be reliable and prompt when reporting to work.
29. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
30. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
31. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
32. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Must be a graduate of approved school of Physical Therapy. Must have national registration and licensed to practice in the state of Wisconsin.
2. Current CPR Certification required.

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3. Must be able to work in a properly collegial relationship with co-workers. Must be able to interact with other departments within the Tribe in the spirit of compromise. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness and respect and be mutually supportive with co-workers. Must be able to maintain strict confidentiality.
4. Must submit to a Criminal Investigation Background Check.
5. Must be able to obtain and maintain an elder/youth license.
6. Must be willing to attend all applicable training.
7. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
8. Must be eligible for coverage under the employer's liability insurance.
9. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
10. Must be able to meet physical requirements of position.
11. Must abide by departmental and organizational safety, testing, and uniform guidelines.
12. Must be eligible to bill through CMS, and must remain eligible to bill through CMS.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
W12635 Cty A
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.

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Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position: Tribal Council Approved: 10-18-22
Revised Position: Tribal Council Approved:

Apply online at:
www.mohican-nsn.gov