

CHOICEREHAB

A Division of Nathan Jackson, PLLC

Job Descriptions

Physical Therapist

Physical Therapist Assistant

Occupational Therapist

Occupational Therapist Assistant

Speech Language Pathologist

Therapy Tech

Building Lead

Administrative



Physical Therapists

Department: Skilled Nursing Facility

FLSA Status: Non-Exempt

Grade/Level: Masters/Doctorate

Work Schedule: Monday through Friday, unless otherwise specified

Job Status: Full Time/Part Time

Reports To: Lead Therapist

Amount of Travel Required: Dependent on coverage area

Positions Supervised: Clinical supervision of PTAs and Therapy Techs

POSITION SUMMARY

Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions resulting from disease or injury.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Perform and document an initial exam, evaluating data to identify problems and determine a diagnosis prior to intervention.
- Plan, prepare, or carry out individually designed programs of physical treatment to maintain, improve, or restore physical functioning, alleviate pain, or prevent physical dysfunction in patients.
- Record prognosis, treatment, response, and progress in patient's chart or enter information into computer.
- Identify and document goals, anticipated progress, and plans for reevaluation.
- Administer manual exercises, massage, or traction to help relieve pain, increase patient strength, or decrease or prevent deformity or crippling.
- Evaluate effects of treatment at various stages and adjust treatments to achieve maximum benefit.
- Test and measure patient's strength, motor development and function, sensory perception, functional capacity, or respiratory or circulatory efficiency and record data.

- Instruct patient and family in treatment procedures to be continued at home.
- Confer with the patient, medical practitioners, or appropriate others to plan, implement, or assess the intervention program.
- Review physician's referral and patient's medical records to help determine diagnosis and physical therapy treatment required.
- Obtain patients' informed consent to proposed interventions.
- Discharge patient from physical therapy when goals or projected outcomes have been attained and provide for appropriate follow-up care or referrals.
- Provide information to the patient about the proposed intervention, its material risks and expected benefits, and any reasonable alternatives.
- Inform patients when diagnosis reveals findings outside physical therapy and refer to appropriate practitioners.
- Direct, supervise, assess, and communicate with supportive personnel.
- Provide educational information about physical therapy or physical therapists, injury prevention, ergonomics, or ways to promote health.
- Refer clients to community resources or services.
- Administer treatment involving application of physical agents, using equipment, moist packs, ultraviolet or infrared lamps, or ultrasound machines.
- Teach physical therapy students or those in other health professions.
- Evaluate, fit, or adjust prosthetic or orthotic devices or recommend modification to orthotist.
- Direct group rehabilitation activities.
- Conduct or support research and apply research findings to practice.
- Participate in community or community agency activities or help to formulate public policy.
- Construct, maintain, or repair medical supportive devices.
- Maintain and complete all documentation within company stated guidelines.

POSITION QUALIFICATIONS

Competency Statement(s)

- **Active Listening** - Ability to actively attend to, convey, and understand the comments and questions of others.
- **Applied Learning** - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- **Coaching and Development** - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- **Customer Oriented** - Ability to take care of the customers' needs while following company procedures.
- **Problem Solving** - Ability to find a solution for or to deal proactively with work-related problems.
- **Safety Awareness** - Ability to identify and correct conditions that affect employee safety.
- **Working Under Pressure** - Ability to complete assigned tasks under stressful situations.

- Accountability - Ability to accept responsibility and account for his/her actions.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.

SKILLS & ABILITIES

Education : Successful completion of accredited physical therapy program and state licensure exam.

Experience : Long-term care experience preferred.

Computer Skills

General navigation of PC based computers including, but not limited to the use of: Microsoft Office Suite Internet Explorer Rehab Optima

Certificates & Licenses

Must have met all requirements to obtain and maintain clinical licensure. If at any point the clinical licensure expires, the employee recognizes this as their resignation and is subject to immediate termination. CPR certification required.

Other Requirements

Must submit to pre-employment drug screening, TB test, and background check.

PHYSICAL DEMANDS

| Physical Demands | | Lift/Carry | |
|-------------------------|------------------|----------------|--------------------|
| Stand | C (Constantly) | 10 lbs or less | F (Frequently) |
| Walk | F (Frequently) | 11-20 lbs | F (Frequently) |
| Sit | O (Occasionally) | 21-50 lbs | O (Occasionally) |
| Handling / Fingering | O (Occasionally) | 51-100 lbs | O (Occasionally) |
| Reach Outward | F (Frequently) | Over 100 lbs | N (Not Applicable) |
| Reach Above Shoulder | F (Frequently) | Push/Pull | |
| Climb | O (Occasionally) | 12 lbs or less | F (Frequently) |
| Crawl | O (Occasionally) | 13-25 lbs | O (Occasionally) |
| Squat or Kneel | O (Occasionally) | 26-40 lbs | O (Occasionally) |
| Bend | O (Occasionally) | 41-100 lbs | N (Not Applicable) |

| | |
|---------------------------|---|
| N (Not Applicable) | Activity is not applicable to this occupation. |
| O (Occasionally) | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| F (Frequently) | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| C (Constantly) | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

Other Physical Requirements

WORK ENVIRONMENT

Healthcare facility in a controlled atmosphere building. Possible exposure to certain infectious diseases and other medical conditions.

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Choice Rehab has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Choice Rehab reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate.



Physical Therapist Assistant

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|--|--|
| Department: Skilled Nursing Facility | Job Status: Full Time |
| FLSA Status: Non-Exempt | Reports To: Physical Therapist and Lead Therapist |
| Grade/Level: Associate | Amount of Travel Required: Dependent on coverage area |
| Work Schedule: Monday through Friday, unless otherwise specified | Positions Supervised: Therapy Techs |

POSITION SUMMARY

Provide treatment in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions resulting from disease or injury.

ESSENTIAL FUNCTIONS

Essential Functions Statement(s)

- Carry out individually designed programs of physical treatment to maintain, improve, or restore physical functioning, alleviate pain, or prevent physical dysfunction in patients
- Record prognosis, treatment, response, and progress in patient's chart or enter information into computer. This includes daily treatment notes, weekly progress summaries, and screens.
- Administer manual exercises, massage, or traction to help relieve pain, increase patient strength, or decrease or prevent deformity or crippling.
- Administer and monitor modalities to help decrease pain, increase patient strength, or increase neuromuscular re-education.
- Test and measure patient's strength, motor development and function, sensory perception, functional capacity, or respiratory or circulatory efficiency and record data.
- Instruct patient and family in treatment procedures to be continued at home.
- Review physician's referral and patient's medical records to help determine diagnosis and physical therapy treatment required and or contraindications.
- Provide educational information about physical therapy or physical therapists, injury prevention, ergonomics, or ways to promote health.

- Teach physical therapy assistant students or those in other health professions.
- Direct group rehabilitation activities.
- Construct, maintain, or repair medical supportive devices.
- Participate in Care Plan meetings to discuss patients progress and reasons to continue therapy.
- Conduct or support research and apply research findings to practice.

POSITION QUALIFICATIONS

Competency Statement(s)

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Accuracy - Ability to perform work accurately and thoroughly.
- Maintain and complete documentation within stated company guidelines.

SKILLS & ABILITIES

Education : Successful completion of accredited physical therapist assistant program and state licensure exam.

Experience : Long-term care experience preferred.

Computer Skills

General navigation of PC based computers including, but not limited to the use of: Microsoft Office Suite Internet Explorer Rehab Optima

Certificates & Licenses

Must have met all requirements to obtain and maintain clinical licensure. If at any point the clinical licensure expires, the employee recognizes this as their resignation and is subject to immediate termination. CPR certification required

Other Requirements

Must submit to pre-employment drug screening, TB test, and background check.

PHYSICAL DEMANDS

| Physical Demands | | Lift/Carry | |
|-------------------------|------------------|----------------|--------------------|
| Stand | C (Constantly) | 10 lbs or less | F (Frequently) |
| Walk | F (Frequently) | 11-20 lbs | F (Frequently) |
| Sit | O (Occasionally) | 21-50 lbs | O (Occasionally) |
| Handling / Fingering | O (Occasionally) | 51-100 lbs | O (Occasionally) |
| Reach Outward | F (Frequently) | Over 100 lbs | N (Not Applicable) |
| Reach Above Shoulder | F (Frequently) | Push/Pull | |
| Climb | O (Occasionally) | 12 lbs or less | F (Frequently) |
| Crawl | O (Occasionally) | 13-25 lbs | O (Occasionally) |
| Squat or Kneel | O (Occasionally) | 26-40 lbs | O (Occasionally) |
| Bend | O (Occasionally) | 41-100 lbs | N (Not Applicable) |

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

WORK ENVIRONMENT

Healthcare facility in a controlled atmosphere building. Possible exposure to certain infectious diseases and other medical conditions.

Prepared by: _____ Date: _____
Approval Signature: _____ Date: _____
Approval: _____
Approval: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.



Occupational Therapists

Department: Skilled Nursing Facility

FLSA Status: Non-Exempt

Grade/Level: Masters/Doctorate

Work Schedule: Monday through Friday,
unless otherwise specified

Job Status: Full Time/Part Time

Reports To: Lead Therapist

Amount of Travel Required: Dependent
on coverage area

Positions Supervised: Clinical supervision
of OTAs and Therapy Techs

POSITION SUMMARY

Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions resulting from disease or injury.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Perform and document an initial exam, evaluating data to identify problems and determine a diagnosis prior to intervention.
- Plan, prepare, or carry out individually designed programs of physical treatment to maintain, improve, or restore physical functioning, alleviate pain, or prevent physical dysfunction in patients.
- Record prognosis, treatment, response, and progress in patient's chart or enter information into computer.
- Identify and document goals, anticipated progress, and plans for reevaluation.
- Administer manual exercises, massage, or traction to help relieve pain, increase patient strength, or decrease or prevent deformity or crippling.
- Evaluate effects of treatment at various stages and adjust treatments to achieve maximum benefit.
- Test and measure patient's strength, motor development and function, sensory perception, functional capacity, or respiratory or circulatory efficiency and record data.

- Instruct patient and family in treatment procedures to be continued at home.
- Confer with the patient, medical practitioners, or appropriate others to plan, implement, or assess the intervention program.
- Review physician's referral and patient's medical records to help determine diagnosis and physical therapy treatment required.
- Obtain patients' informed consent to proposed interventions.
- Discharge patient from physical therapy when goals or projected outcomes have been attained and provide for appropriate follow-up care or referrals.
- Provide information to the patient about the proposed intervention, its material risks and expected benefits, and any reasonable alternatives.
- Inform patients when diagnosis reveals findings outside physical therapy and refer to appropriate practitioners.
- Direct, supervise, assess, and communicate with supportive personnel.
- Provide educational information about physical therapy or physical therapists, injury prevention, ergonomics, or ways to promote health.
- Refer clients to community resources or services.
- Administer treatment involving application of physical agents, using equipment, moist packs, ultraviolet or infrared lamps, or ultrasound machines.
- Teach physical therapy students or those in other health professions.
- Evaluate, fit, or adjust prosthetic or orthotic devices or recommend modification to orthotics.
- Direct group rehabilitation activities.
- Conduct or support research and apply research findings to practice.
- Participate in community or community agency activities or help to formulate public policy.
- Construct, maintain, or repair medical supportive devices.
- Maintain and complete all documentation within company stated guidelines.

POSITION QUALIFICATIONS

Competency Statement(s)

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

- Accountability - Ability to accept responsibility and account for his/her actions.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.

SKILLS & ABILITIES

Education : Successful completion of accredited physical therapy program and state licensure exam.

Experience : Long-term care experience preferred.

Computer Skills

General navigation of PC based computers including, but not limited to the use of: Microsoft Office Suite Internet Explorer Rehab Optima

Certificates & Licenses

Must have met all requirements to obtain and maintain clinical licensure. If at any point the clinical licensure expires, the employee recognizes this as their resignation and is subject to immediate termination. CPR certification required.

Other Requirements

Must submit to pre-employment drug screening, TB test, and background check.

PHYSICAL DEMANDS

| Physical Demands | | Lift/Carry | |
|----------------------|------------------|----------------|--------------------|
| Stand | C (Constantly) | 10 lbs or less | F (Frequently) |
| Walk | F (Frequently) | 11-20 lbs | F (Frequently) |
| Sit | O (Occasionally) | 21-50 lbs | O (Occasionally) |
| Handling / Fingering | O (Occasionally) | 51-100 lbs | O (Occasionally) |
| Reach Outward | F (Frequently) | Over 100 lbs | N (Not Applicable) |
| Reach Above Shoulder | F (Frequently) | Push/Pull | |
| Climb | O (Occasionally) | 12 lbs or less | F (Frequently) |
| Crawl | O (Occasionally) | 13-25 lbs | O (Occasionally) |
| Squat or Kneel | O (Occasionally) | 26-40 lbs | O (Occasionally) |
| Bend | O (Occasionally) | 41-100 lbs | N (Not Applicable) |

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

WORK ENVIRONMENT

Healthcare facility in a controlled atmosphere building. Possible exposure to certain infectious diseases and other medical conditions.

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Choice Rehab has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Choice Rehab reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate.



Certified/Licensed Occupational Therapy Assistant

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| Department: Skilled Nursing Facility | Job Status: Full Time |
| FLSA Status: Non-Exempt | Reports To: Occupational Therapist and Lead Therapist |
| Grade/Level: Associate | Amount of Travel Required: Dependent on coverage area |
| Work Schedule: Monday through Friday, unless otherwise specified | Positions Supervised: Therapy Techs |

POSITION SUMMARY

Provide treatment in rehabilitative programs that improve mobility, relieve pain, increase strength, improve or correct disabling conditions resulting from disease or injury, and restore function with activities of daily living.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Carry out individually designed programs of occupational treatment plan to maintain, improve, or restore physical functioning, alleviate pain, prevent physical dysfunction in patients, restore function with ADL's.
- Record prognosis, treatment, response, and progress in patient's chart or enter information into computer. This includes daily treatment notes, weekly progress summaries, and screens.
- Administer manual exercises, increase patient strength, increase independence and safety with self-care/ADL's or decrease or prevent deformity or crippling.
- Administer and monitor modalities to help decrease pain, increase patient strength, or increase neuromuscular re-education.
- Test and measure patient's strength, motor development and function, sensory perception, functional capacity, or respiratory or circulatory efficiency and record data.
- Instruct patient and family in treatment procedures to be continued at home.

- Review physician's referral and patient's medical records to help determine diagnosis and occupational therapy treatment required and or contraindications.
- Provide educational information about occupational therapy or occupational therapists, injury prevention, ergonomics, or ways to promote health.
- Teach occupational therapy assistant students or those in other health professions.
- Direct group rehabilitation activities.
- Construct, maintain, or repair medical supportive devices.
- Provide interventions focused on adapting the environment, modifying the task, teaching the skill, and educating the client/family in order to increase participation in and performance of daily activities.
- Participate in Care Plan meetings to discuss patient's progress and reasons to continue therapy.
- Maintain and complete all documentation within company stated guidelines.

POSITION QUALIFICATIONS

Competency Statement(s)

- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education : Successful completion of accredited occupational therapist assistant program and state licensure exam.

Experience : Long-term care experience preferred.

Computer Skills

General navigation of PC based computers including, but not limited to the use of: Microsoft Office Suite Internet Explorer Rehab Optima

Certificates & Licenses

Must have met all requirements to obtain and maintain clinical licensure. If at any point the clinical licensure expires, the employee recognizes this as their resignation and is subject to immediate termination. CPR certification required.

Other Requirements

Must submit to pre-employment drug screening, TB test, and background check.

PHYSICAL DEMANDS

| Physical Demands | | Lift/Carry | |
|-------------------------|------------------|----------------|--------------------|
| Stand | C (Constantly) | 10 lbs or less | F (Frequently) |
| Walk | F (Frequently) | 11-20 lbs | F (Frequently) |
| Sit | O (Occasionally) | 21-50 lbs | O (Occasionally) |
| Handling / Fingering | O (Occasionally) | 51-100 lbs | O (Occasionally) |
| Reach Outward | F (Frequently) | Over 100 lbs | N (Not Applicable) |
| Reach Above Shoulder | F (Frequently) | Push/Pull | |
| Climb | O (Occasionally) | 12 lbs or less | F (Frequently) |
| Crawl | O (Occasionally) | 13-25 lbs | O (Occasionally) |
| Squat or Kneel | O (Occasionally) | 26-40 lbs | O (Occasionally) |
| Bend | O (Occasionally) | 41-100 lbs | N (Not Applicable) |

| | |
|---------------------------|---|
| N (Not Applicable) | Activity is not applicable to this occupation. |
| O (Occasionally) | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| F (Frequently) | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| C (Constantly) | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

Other Physical Requirements

WORK ENVIRONMENT

Healthcare facility in a controlled atmosphere building. Possible exposure to certain infectious diseases and other medical conditions.

Prepared by: _____ Date: _____
Approval Signature: _____ Date: _____
Approval: _____
Approval: _____
Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.



Speech-Language Pathologists

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|--|--|
| Department: Skilled Nursing Facility | Job Status: Full Time |
| FLSA Status: Non-Exempt | Reports To: Lead Therapist |
| Grade/Level: Masters | Amount of Travel Required: Dependent on coverage area |
| Work Schedule: Monday through Friday, unless otherwise specified | Positions Supervised: Therapy Techs |

POSITION SUMMARY

Assess and treat persons with dysphagia, cognitive disorders, speech, language, voice, and fluency disorders, etc. May select alternative communication systems and teach their use. May perform research related to speech and language problems. May select alternative diets, may teach compensatory strategies for patients with swallowing difficulty.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Monitor patients' progress and adjust treatments accordingly.
- Evaluate hearing or speech and language test results, barium swallow results, or medical or background information to diagnose and plan treatment for speech, language, fluency, voice, or swallowing disorders.
- Administer hearing or speech and language evaluations, tests, or examinations to patients to collect information on type and degree of impairments, using written or oral tests or special instruments.
- Write reports and maintain proper documentation of information, such as client Medicaid or billing records or caseload activities, including the initial evaluation, treatment, progress, and discharge of clients.
- Develop or implement treatment plans for problems such as stuttering, delayed language, swallowing disorders, or inappropriate pitch or harsh voice problems,

based on own assessments and recommendations of physicians, psychologists, or social workers.

- Develop individual or group activities to deal with behavior, speech, language, or swallowing problems.
- Participate in and write reports for meetings regarding patients' progress, such as individualized educational planning (IEP) meetings, in-service meetings, or intervention assistance team meetings.
- Instruct clients in techniques for more effective communication, such as sign language, lip reading, or voice improvement.
- Educate patients and family members about various topics, such as communication techniques or strategies to cope with or to avoid personal misunderstandings.
- Teach clients to control or strengthen tongue, jaw, face muscles, or breathing mechanisms.
- Develop speech exercise programs to reduce disabilities.
- Participate in conferences, training, continuing education courses, or publish research results to share knowledge of new hearing or speech disorder treatment methods or technologies.
- Supervise or collaborate with therapy team.
- Consult with and advise medical staff on speech or hearing topics, such as communication strategies or speech and language stimulation.
- Consult with and refer clients to additional medical services.
- Design, develop, or employ alternative diagnostic or communication devices or strategies.
- Use computer applications to identify or assist with communication disabilities.
- Conduct or direct research on speech or hearing topics and report findings for use in developing procedures, technologies, or treatments.
- Perform bedside swallow evaluations, make recommendations and diet changes for residents. Educate resident, staff, and family on compensatory swallowing strategies.
- Perform screens on residents with weight change, change in cognitive status, or swallowing difficulty noted by staff.
- Maintain and complete documentation within company stated guidelines.

POSITION QUALIFICATIONS

Competency Statement(s)

- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Presentation Skills - Ability to effectively present information publicly.
- Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.
- Energetic - Ability to work at a sustained pace and produce quality work.

- Accountability - Ability to accept responsibility and account for his/her actions.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Decision Making - Ability to make critical decisions while following company procedures.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.

SKILLS & ABILITIES

Education : Successful completion of accredited speech language pathology program and state licensure exam.

Experience : Long-term care experience preferred.

Computer Skills

General navigation of PC based computers including, but not limited to the use of: Microsoft Office Suite, Internet Explorer, Rehab Optima

Certificates & Licenses

Must have met all requirements to obtain and maintain clinical licensure. If at any point the clinical licensure expires, the employee recognizes this as their resignation and is subject to immediate termination. . CPR certification required. Vital-Stim certification preferred.

Other Requirements

Must submit to pre-employment drug screening, TB test, and background check.

PHYSICAL DEMANDS

Physical Demands

Lift/Carry

| | | | |
|-------------------------|--------------------|------------------|--------------------|
| Stand | F (Frequently) | 10 lbs or less | F (Frequently) |
| Walk | F (Frequently) | 11-20 lbs | O (Occasionally) |
| Sit | F (Frequently) | 21-50 lbs | O (Occasionally) |
| Handling / Fingering | F (Frequently) | 51-100 lbs | N (Not Applicable) |
| Reach Outward | F (Frequently) | Over 100 lbs | N (Not Applicable) |
| Reach Above Shoulder | O (Occasionally) | Push/Pull | |
| Climb | N (Not Applicable) | 12 lbs or less | F (Frequently) |
| Crawl | O (Occasionally) | 13-25 lbs | O (Occasionally) |
| Squat or Kneel | O (Occasionally) | 26-40 lbs | N (Not Applicable) |
| Bend | O (Occasionally) | 41-100 lbs | N (Not Applicable) |

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

WORK ENVIRONMENT

Healthcare facility in a controlled atmosphere building. Possible exposure to certain infectious diseases and other medical conditions.

Prepared by: _____ Date: _____
Approval Signature: _____ Date: _____
Approval: _____
Approval: _____
Employee Signature: _____ Date: _____

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CHOICEREHAB

A Division of Nathan Jackson, PLLC

Therapy Tech

| | |
|--|---|
| Department: Skilled Nursing Facility | Job Status: Full Time |
| FLSA Status: Non-Exempt | Reports To: Treating Therapists and Lead Therapist |
| Grade/Level: GED/High School Diploma | Amount of Travel Required: No travel required |
| Work Schedule: Monday through Friday, unless otherwise specified | Positions Supervised: None |

POSITION SUMMARY

Under close supervision of a physical therapist, occupational therapist, physical therapy assistant, or occupational therapy assistant perform only delegated, selected, or routine tasks in specific situations. These duties include preparing the patient and the treatment area.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Clean and organize work area and disinfect equipment after treatment.
- Administer active or passive manual therapeutic exercises, therapeutic massage, or heat, light, sound, water, or electrical modality treatments, such as ultrasound.
- Instruct, motivate, safeguard, or assist patients practicing exercises or functional activities, under direction of medical staff.
- Record treatment given and equipment used.
- Confer with physical/occupational therapy staff or others to discuss and evaluate patient information for planning, modifying, or coordinating treatment.

- Observe patients during treatment to compile and evaluate data on patients' responses and progress and report to physical therapist.
- Secure patients into or onto therapy equipment.
- Change linens, such as bed sheets and pillow cases.
- Transport patients to and from treatment areas, using wheelchairs or providing standing support.
- Arrange treatment supplies to keep them in order.
- Maintain equipment or furniture to keep it in good working condition, including performing the assembly or disassembly of equipment or accessories.
- Assist patients to dress, undress, or put on and remove supportive devices, such as braces, splints, or slings.
- Perform clerical duties, such as taking inventory, ordering supplies, answering telephone, taking messages, printing and filing documentation or filling out forms.

POSITION QUALIFICATIONS

Competency Statement(s)

- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.

SKILLS & ABILITIES

Education : High School Graduate or General Education Degree (GED)

Experience : Six months to one year related experience

Computer Skills

General navigation of PC based computers including, but not limited to the use of: Microsoft Office Suite Internet Explorer Rehab Optima

Certificates & Licenses

CPR certification required

Other Requirements

Must submit to pre-employment drug screening, TB test, and background check.

PHYSICAL DEMANDS

Physical Demands

| | | Lift/Carry | |
|----------------------|------------------|-------------------|--------------------|
| Stand | C (Constantly) | 10 lbs or less | F (Frequently) |
| Walk | F (Frequently) | 11-20 lbs | F (Frequently) |
| Sit | F (Frequently) | 21-50 lbs | O (Occasionally) |
| Handling / Fingering | O (Occasionally) | 51-100 lbs | O (Occasionally) |
| Reach Outward | O (Occasionally) | Over 100 lbs | N (Not Applicable) |
| Reach Above | O (Occasionally) | Push/Pull | |

| | | | |
|----------------|------------------|----------------|--------------------|
| Shoulder | | 12 lbs or less | F (Frequently) |
| Climb | O (Occasionally) | 13-25 lbs | O (Occasionally) |
| Crawl | O (Occasionally) | 26-40 lbs | O (Occasionally) |
| Squat or Kneel | O (Occasionally) | 41-100 lbs | N (Not Applicable) |
| Bend | O (Occasionally) | | |

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
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Other Physical Requirements

WORK ENVIRONMENT

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Lead Therapist

Department: Skilled Nursing Facility

FLSA Status: Non-Exempt

Grade/Level: Associate

Work Schedule:

Monday through Friday unless otherwise specified. RUG management during weekend if facility runs 7 on 7 off.

Job Status: Full Time

Reports To: Operations Director

Amount of Travel Required: No travel required

Positions Supervised:

Evaluating Therapists, Therapist Assistants, and Rehab Tech.

POSITION SUMMARY

Manage staffing, RUG levels, facility needs, scheduling, attend meetings, and budget for the therapy department. Communicate with business office, facility billing manager, MDS coordinator and administrator about therapy related issues/events. Perform end of month close-outs and bi-weekly payroll close-outs. Hold staff accountable for productivity, attendance and work ethic. Handle issues that may arise within the department and/or facility. Additional duties as assigned.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.

- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Decision Making - Ability to make critical decisions while following company procedures.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.

SKILLS & ABILITIES

Education : Associate's Degree (two year college or technical school)

Experience : Six months to one year related experience

Computer Skills

General Navigation of PC based computers including, but not limited to the use of: Microsoft Office Suite, Internet Explorer, Rehab Optima

Certificates & Licenses

CPR Certification Required

Other Requirements

Must submit to pre-employment drug screening, TB test, and background check.

PHYSICAL DEMANDS

| Physical Demands | | Lift/Carry | |
|------------------|----------------|----------------|----------------|
| Stand | F (Frequently) | 10 lbs or less | F (Frequently) |
| Walk | F (Frequently) | 11-20 lbs | F (Frequently) |

| | | | |
|-------------------------|------------------|----------------|--------------------|
| Sit | F (Frequently) | 21-50 lbs | O (Occasionally) |
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| Reach Above Shoulder | F (Frequently) | Push/Pull | |
| Climb | O (Occasionally) | 12 lbs or less | F (Frequently) |
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| Squat or Kneel | O (Occasionally) | 26-40 lbs | O (Occasionally) |
| Bend | O (Occasionally) | 41-100 lbs | O (Occasionally) |

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| | | | |
|---|--------------------------------------|--|-----------|
| Job Title: | Human Resources Administrator | Job Category: | N/A |
| Department/Group: | General Administration & Clerical | Job Code/Req#: | N/A |
| Location: | Tyler | Travel Required: | No |
| Level/Salary Range: | doe | Position Type: | Full-Time |
| HR Contact: | Amanda Herrick | Date posted: | N/A |
| Will Train Applicant(s): | Yes | Posting Expires: | N/A |
| External posting URL: | N/A | | |
| Internal posting URL: | N/A | | |
| Applications Accepted By: | | | |
| Fax or E-mail: Attention: 800-503-4607 info@choicerehab.com | | Mail: Amanda Herrick Choice Rehab PO Box 6336 Tyler, TX 75711 | |
| <p>Job Description: This position is responsible for the timely and accurate delivery of payroll, benefits, and employee relations programs and client service. This position is responsible for human resources information including record keeping, reporting, and information management systems. This position provides administrative and project management support to the Human Resources Director and the Human Resources Specialist.</p> | | | |
| <p>Duties Include but are not limited to:</p> <p>Payroll Administration</p> <ul style="list-style-type: none"> • first point of contact for employees • process payroll and maintain payroll information as required • prepare and maintain related payroll records and reports • document workflow and work procedures <p>Benefits Administration</p> <ul style="list-style-type: none"> • first point of contact for employees • process employee enrollments and terminations as required | | | |

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- prepare and maintain related benefits records and reports
- process vendor reports and invoices
- support and facilitate periodic and regular benefit plan evaluations and changes including plan analysis, contract review, and employee communications
- administer PTO, STD, and leave of absence programs.
- document workflow and work procedures.

Human Resource Management Systems

- first point of contact for employees
- provide support for all documentation such as new hire paperwork, benefits summary, and benefits enrollment.

Administration

- provide clerical and administrative support to hr and employees
- compose and distribute incoming correspondence, including resumes
- organize and maintain electronic and paper files
- maintain hr calendar
- maintain administrative forms and manuals

Invoicing

- gather all time data for invoicing
- create and distribute invoices in a timely manner
- track payment on invoices, implement additional charges as needed.
- maintain all paper and electronic invoicing records.

Other Duties

- other duties as assigned

Work Experience

- Minimum of 2 years experience working in HR with primary responsibility for payroll, benefits administration, invoicing, and support of other functional areas of HR
- experience with quickbooks, online banking, and payroll processing
- knowledge of state and federal employment laws relating to key areas of responsibility

Education

- Bachelors Degree

Working Conditions Physical Work Demands

- Able to sit and work at a computer keyboard for extended periods of time.
- Able to stoop, kneel, bend at the waist and reach on a daily basis.
- Able to perform general office administrative activities: copying, filing, delivering and using the telephone.
- Able to lift and move up to 25 pounds occasionally.

Mental Work Demands

- Regular and on-time attendance.
- Hours regularly exceed 40 hours per week.
- Occasional travel by conventional means including aircraft, motor vehicle and the like within the region and to other locations as required.

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| Reviewed By: | David Jackson | Date: | February 23, 2012 |
| Approved By: | David Jackson | Date: | February 23, 2012 |
| Last Updated By: | Amanda Herrick | Date/Time: | February 23, 2012/5:00pm |