

Job Description: Physical Therapy Assistant

****Location:**** East Stroudsburg Office

****Schedule:**** Monday – Friday, 7:00 AM – 6:00 PM (Shifts may vary based on clinic needs)

Position Summary:

The Physical Therapy Assistant supports physical therapists and clinic staff in providing high-quality patient care and maintaining efficient clinic operations. This role includes preparing treatment areas, assisting patients under supervision, supporting administrative tasks, and ensuring a professional, clean, and organized clinic environment.

Essential Duties and Responsibilities:

- Clinic Support:
 - Prepare and maintain treatment areas before and after therapy sessions.
 - Clean equipment and treatment areas in compliance with OSHA and infection control standards.
 - Escort patients to and from treatment areas.
 - Assist with patient setup and exercises under the direct supervision of a licensed Physical Therapist or Physical Therapist Assistant.
 - Assist with maintaining inventory of clinic supplies and restocking as necessary.
- Administrative Support:
 - Answer phones and assist with scheduling or directing calls as needed.
 - Collect co-pays and balances as directed.
 - Assist with maintaining accurate documentation and filing.
 - Submit accurate timesheets to the Therapy Clinic Manager on a bi-weekly basis.
- Professionalism:
 - Dress professionally and follow clinic appearance standards.
 - Maintain a prompt, courteous, and professional demeanor at all times.
 - Attend monthly staff meetings or review meeting notes if unable to attend.
- Compliance & Policies:
 - Adhere to all company policies and procedures, including HIPAA and OSHA compliance.
 - Support and uphold all state and federal regulations relevant to clinic operations.
 - Promote MVO services and maintain patient confidentiality at all times.

Qualifications:

- Associates Degree in Physical Therapy
- State License to practice as a Physical Therapy Assistant
- Previous experience in a healthcare or physical therapy setting preferred.
- Ability to take direction and work cooperatively with clinical staff.
- Good verbal and written communication skills.
- Ability to multitask and adapt in a fast-paced environment.
- CPR certification

Work Environment:

This position is primarily located within the East Stroudsburg physical therapy clinic. Physical demands include standing for long periods, lifting up to 50 lbs, assisting with patient mobility, and cleaning equipment.