



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

- POSITION:** School Based Physical Therapist
- LOCATION:** Red Cliff Community Health Center
Bayfield School District Locations
- SALARY:** Negotiable, depending on qualifications
- SUPERVISOR(S):** Health Services Administrator

THIS IS A REGULAR PART-TIME EXEMPT POSITION-16 HOURS PER WEEK

JOB SUMMARY: The Physical Therapist is an employed member of the Red Cliff Community Health Center (RCCHC) and provides initial evaluation and continued treatment therapies for patients of the RCCHC through outpatient services within the local Bayfield School System.

DUTIES AND RESPONSIBILITIES:

1. Systematically assesses, identifies and initiates therapeutic management of injuries, chronic diseases, and illnesses within scope of practice.
2. Analyzes the results of examinations and tests to determine possible treatment methods, then explains the options to patients to develop a joint plan of care.
3. Continuously evaluates plan of care and determines appropriate discharge plan and date, according to the need of the client.
4. Seek physician orders as necessary
5. Communicate client care with appropriate staff members or family members as necessary
6. Maintain profession and regulatory standards using accepted methods of treatment
7. Make recommendations within Physical Therapy scope of practice to clients, health care providers, and families
8. Provide training/education to clients and caregivers as appropriate during and after completion of Physical Therapy services for acute, chronic, prevention, and supports healthy lifestyles.
9. Monitors patients' condition and progress and re-evaluate treatments as necessary.
10. Provides education to patients and families dealing with acute problems, chronic conditions, and teach healthy lifestyles.

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11. Make health care decisions based on currently accepted Physical Therapy science and the patient's Individualized Education Program (IEP), family and cultural determinants.
12. Follows established protocols for therapeutic care including initiation of prior authorizations, accurate coding, and timely documentation of care provided.
13. Documents patient care activities and maintains patient medical records in accord with clinic policy, sound professional practice and state and federal laws.
14. Provides treatment and/or procedures within accepted medical standards and facility capability.
15. Maintains equipment in safe, operational capacity and manages adequate stock of supplies.
16. Insures the confidentiality of all client specific information and data as required by the program and the Red Cliff Community Health Center.
17. Implement Quality Assurance measures in appropriate service areas.
18. Adhere to a professional code of conduct if discharged of these duties.
19. 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 as deemed necessary by the supervisor.
20. Attend meetings, in-services, and community events as specified by immediate supervisor.
21. Responsible for maintaining a clean and safe environment.
22. Interprets philosophy, goals, and objectives of the Health Center to clients, families, and other groups.
23. Utilizes financial resources within established budget and approved variances.
24. Presents a professional, caring image for the Health Center and its programs.
 - a. Maintains a cooperative relationship with other Health Center staff, co-workers, Bayfield School System staff, family and patients.
 - b. Demonstrates tact, courtesy, and respect in communication and interaction with patients, families, internal and external customers.
 - c. Promotes a working environment noted for effective cooperation and collaboration.
25. Investigates patient's complaints; attempts to resolve problems to restore and promote good public relations.
26. Adheres to and supports facility policies, programs and activities.
27. Complete monthly, quarterly, and annual reports as required by Health Center Administration, the Health Board, Tribal Council, regulatory bodies, and/or third-party payors. Maintain a record of all reports and supporting documentation as required.
28. Responsible for communications within area of clinic staff to ensure that information is shared for effective operations.
29. Responsible for individual professional development to ensure current practice knowledge in the profession.
30. Maintains membership in appropriate professional organizations.
31. Keep licensure and/or registrations current and provides verification as necessary.
32. Attend professional meetings and events within the scope of the budget and with prior approval of the Health Center Administration.
33. Identifies personal and professional areas for improvement and actively seeks out ways to meet personal developmental needs.
34. 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

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responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None.

KNOWLEDGE:

1. Knowledge of comprehensive health programming and the full range of professional community health nursing principles, practices and procedures in providing services within the health center.
2. Must demonstrate excellent communication and customer service skills
3. Must have a positive attitude
4. Be able to support Red Cliff Community Health Center's mission and core values
5. Must have familiarity with electronic documentation
6. Exposure to Health Hazards of the Health Industry.
7. Knowledge of and enforcement of safety and biohazard regulations.
8. Possess skills in making physical and psychosocial assessment of communities, family and individuals, recognizing the range of "normal" and the manifestation of common abnormalities.
9. Good interpersonal skills and the ability to get along with diverse populations (patient, providers, staff and general public).
10. Good communication skills, written and oral.

QUALIFICATIONS:

1. Bachelor's degree, Master's degree or Clinical Doctorate from an accredited Physical Therapy program, required.
2. Licensure by State of Wisconsin as a Physical Therapist or must obtain license within 60 days, required.
3. Licensure by Wisconsin Department of Public Instruction or must obtain license within 45 days, required.
4. Meet or exceed the minimum standards of character as prescribed by P.L. 101-630 and WI State Statutes s. 48.685 and s. 50.065 and as subsequently amended and applied to certain classes of Tribal employees.
5. Experience working with Native American populations, preferred.
6. Previous experience with school based physical therapy, preferred.
7. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: Daily contact with patients, families and/or other primary care providers, Tribal and Health Center Administration, Health Care Facilities, Early Childhood Center and Bayfield School District staff.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed on overhead shelving.

WORK ENVIRONMENT: Provider will have their primary location within the Bayfield School System. While working at the Red Cliff Community Health Center, providers will work

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closely within an open office shared with Chiropractor. The environment must be maintained as clean, non-smoking, well-ventilated work area in adherence to all safety regulations. Private homes and other facilities will not necessarily meet the criteria of the established safety regulations.

TRAVEL REQUIREMENTS: Primary location will be within the Bayfield School System. The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: December 26, 2018

DEADLINE: Open Until Filled

FOR FURTHER INFORMATION:

Red Cliff Band of Lake Superior Chippewa

Human Resources

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

ashley.poch@redcliff-nsn.gov

diane.cooley@redcliff-nsn.gov

(715)779-3700 ext. 4268 or 4267

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

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All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43 and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

EMPLOYEE BENEFIT PACKAGE – PART-TIME EMPLOYEES

1. A Health Insurance Plan which is offered through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Part-time employees will be on a prorated pay status depending on hours worked.
2. The Tribe observes a total of 11 paid holidays.