



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 090-24**

**OPENING DATE: 07/15/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Physical Therapist  
**PAY GRADE:** E11 (\$46.60/hr.-\$65.24/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Director, Clinical Services  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Achieves the Physical Therapy Clinic goals and objectives by planning, directing, monitoring, and evaluating the daily operation of the clinic; performs physical therapy evaluations and carries out designated treatment plans for clients. Ensures the efficient and effective provision of physical therapy services to meet the needs of the community.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Performs evaluations, develops treatment plans and delivers physical therapy for patients with physician referral.
- Records information in patient records including: assessment, history, monitoring and education in accordance with policies and procedures.
- Ensures accurate and timely submission of medical records and billing forms.
- Provides patient education including: diagnostic results, medications, and treatments and assists the patient in complying with medical and physical therapy regimen.
- Collaborates care of clients with referring provider.
- Ensures the maintenance of equipment and an inventory of clinical, clerical and housekeeping supplies and orders supplies as needed.

- Verifies insurance and obtains proper authorization.
- Assumes responsibilities of PT technician as needed.
- Maintains patient attendance records; schedules and tracks patient visits.
- Refers patients to community health programs and resources as appropriate.
- Maintains current working knowledge of trends in physical therapy.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Hosts regular staff meetings to ensure communication among staff regarding clinic-related activities.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Maintains confidential information.
- Willingness to model healthy lifestyle behavior throughout the workday.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Supervises Physical Therapy Technician in the daily activities of the Physical Therapy Clinic; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Master's Degree in Physical Therapy.
- New Mexico Physical Therapy License.
- Three years progressive working experience as a physical therapist; with at least one year of outpatient orthopedic experience and one year supervisory experience.
- CPR and AED Certified.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge to physical therapy and general medical terminology.
- Knowledge to physical principals as related to body movement and physical therapy.
- Knowledge of OSHA guidelines for blood borne pathogens.
- Knowledge of commonly used drugs and pharmacology terminology.
- Knowledge of office functions, procedures, and policies.
- Knowledge of sterilization procedures.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Skill in operating various word-processing and database software programs.

- Skill in treating patients with tact, courtesy, and respect.
- Ability to safely lift, assist and physically manipulate patients.
- Ability to learn and use ReDoc software for clinical documentation.
- Ability to demonstrate exercises and exercise equipment.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- Ability to work a varied schedule, including weekends and evenings.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires coordination, balance, frequent bending, stooping and lifting.
- Position requires frequent lifting of 50 lbs.
- Position requires assisting patients of any size and weight with basic mobility and balance.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office or health clinic environment with a moderate noise level.
- Employee will be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.