

## **Therapist Aide**

***WE HAVE AN OPPORTUNITY FOR YOU!***

**WHERE:** OPTM Sports and Physical Therapy

**POSITION:** Full time therapist aide who has an interest in the physical therapy field and possesses excellent interpersonal skills

**WHEN:** Immediate availability

**CONTACT PERSON:**

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**OPTM Sports and Physical Therapy has an opportunity for you.**

We want people who have pride in their profession and want to make a difference in the lives of the people around them.

OPTM emphasizes professional growth, nurturing collegial relationships and rewarding those who contribute to the growth of our practice.

### **OPTM Mission Statement**

OPTM will strive to provide the highest level of physical therapy service, while providing a safe and comforting environment and to continue to evolve in our profession and in our ability to provide customer service and to respect, enjoy and nurture our collegial relationships

### **Therapist Aide Responsibilities**

- **Cut T-Band:**
  - Lengths are on door and Level/Strength will be indicated by PT
  - Standard = 5' and a door loop = \$5.00 at the front desk
  - Cut 6' when indicated by the therapist
  - Cut theratube when indicated by the therapist
  
- **Laundry: (daily)**
  - Check every morning (both washer and dryer)
  - 1 full basket = 1 large load = 1 lid of soap
  - Dryer: Use ½ sheet of fabric softener per load and set for ~55 minutes timed dry
  - Do last load no later than 6:30pm – Wet laundry should not stay in the dryer over night.
  
- **Cleaning tables and gym area**
  - Use leather cleaner and towels to clean then condition using leather conditioner.
  - Should be done every morning and periodically during the day as needed.
  
- **Ultrasound gel:**
  - Check every morning and refill throughout the day as needed.
  
- **Exercise books:**
  - Check once a week – Should be 10-15 copies behind original
    - Make copies of original when needed.
  - Back & Neck books – Should be 10 at each station. Let Mari know when more are needed.
  
- **Bathroom:**
  - Keep stocked with:
    - Paper towels
    - Toilet paper
    - Soap
    - Seat covers
    - Feminine hygiene products
  
- **Mirrors:** Clean as necessary with Windex and towels
  
- **Water Cooler:** Keep cups and water full

- **Exercise Supervision:**
  - Once trained and signed off in correct mechanics, part of the aide duties will be in the gym – teaching and supervising exercises under the direction of the PTs.
  
- **Supply Inventory:**
  - Should be enough gym balls, foam rolls, theraband, tape, ice packs, foam wedges, etc. Check inventory sheet in supply room. When supplies are low – place an order.
  - 1 gym ball of each size should be kept inflated (red = 55cm; green = 65cm)
  
- **Pilates Machines/Reformers:**
  - Clean as needed
  
- **Clerical Tasks:**
  - When filling in for receptionist:
    - Lunch:
      - Answer phones
      - Take co-payments and supply purchases
      - New patient paperwork
      - Schedule appointments
    - After front desk leaves for the day:
      - Same duties as during lunch
      - Print 10-day schedule
      - Print Waitlist
      - Turn off computer
      - Close blinds
      - Lock up money
      - Organize front desk