



## **Rehabilitation Aide Job Description**

Name of Location: OnePoint Physical Therapy

Work Schedule: Variable

Employment Type: Full-Time or Part Time

FLSA Classification: Non-Exempt

Work Days: Variable

### **Mission Statement:**

OnePoint's mission is to provide exceptional, progressive, and cost-effective fitness, performance and rehabilitative services through personalized care to people of all ages and stages of rehabilitation. The goal of OnePoint is to emphasize education and prevention of future injury as well as promote age-appropriate developmental skills.

### **Position Summary:**

The Rehabilitation Aide will assist the Physical Therapists at OnePoint by performing requested administrative and clinical duties. They will greet patients as they arrive to the clinic and work alongside the clinicians during treatment. They will support the clinic by maintaining a clean and organized facility and ensure delivery of safe patient care and services and promote a safe environment. These duties will be conducted in compliance with state practice act requirements.

### **Certification Summary:**

Basic Life Support (BLS) within 30 days of employment.

### **Essential Duties and Responsibilities:**

- Prepares patients for treatments, assist during administration of treatments, and provides routine treatment
- Assists patient to put on and remove supportive devices, such as braces, splints and slings, before and after treatments
- Safeguards, motivates, and assists patients practicing exercises and functional activities under the direction of professional staff
- Assists with set up for routine treatments, such as hot/cold packs, and other modalities such as Ultrasounds, Electrical stimulation, etc.
- Cleans work area and equipment after treatment
- Washes linens/towels, folds and maintains linen cabinets
- Maintaining restrooms and other areas such as carpets and windows as needed. Restocks with paper towels, tissue paper, soap and supplies
- Assists with answering phones and scheduling appointments

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- Assists with keeping track of both non-medical and medical supplies for the clinic
- Files paperwork and charts as needed

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by the Rehabilitation Aide.**

**Education and Experience:**

- Previous Clinical Aide or Rehab Tech experience preferred
- High school graduate preferred
- Demonstrated interest in the rehabilitation field
- Energetic, team player
- Ability to demonstrate compassion toward patients
- Ability to complete tasks thoroughly
- Basic knowledge of office and exercise equipment preferred

**Essential Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Patient/Client Satisfaction: Providing care/service that exceeds expectations**

**Language Skills:**

- Strong communication and presentation skills-written and verbal.
- Ability to clearly document all projects and manage production.
- Attention to detail and time management skills are required.

*The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Specific vision requirements include the ability to see at close range, distance vision, peripheral vision, depth perception, and the ability to adjust focus

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- While performing the duties of this job, the employee is regularly required to talk and hear
- Possess the ability to fulfill any office activities normally expected in an office setting, to include, but not limited to: remaining seated for periods of time to perform computer based work, participating in filing activity, lifting and carrying office supplies (paper reams, mail, etc.)
- Frequently required to stand, walk, sit, use hands to feel, and reach with hand and arms
- Occasionally lift and/or move up to 50 pounds
- Fine hand manipulation (keyboarding)

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Internal office
- Must be able to work in small, shared spaces
- The noise level in the work environment is usually low

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