



ARC Physical Therapy+ Job Description

Position: Lead Physical Therapist
Reports to: Regional Director
FLSA Status: Exempt
Last Revision: August 28, 2015

Founded in 2003, ARC Physical Therapy+ started as a physical and occupational therapy company but has grown into the region's foremost wellness, injury prevention and rehabilitation company – a healthy workforce company. To learn more about our company visit www.arcpt.com.

ARC is an equal opportunity employer and does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status or physical or mental disability. In compliance with the Immigration Reform and Control Act of 1986, we will hire only U.S. citizens and aliens lawfully authorized to work in the United States (if the position is or will be one which is subject to U.S. law).

Summary: The primary responsibility of this position is to facilitate daily clinical operations with regular communication and oversight from the Clinic Director, Regional Director, or COO, including but not limited to: following policies & procedures, implementing new processes and programming, promoting the clinic, demonstrating good customer service, handling urgent situations, and participating in facility maintenance.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Monitor clinic supply levels to assure reordering is taking place in timely manner
- Verify the accuracy in staff time sheets for all clinic employees and collection of overtime hour logs (as delegated by Clinic Director, Regional Director, COO)
- Coordinate weekly staff meetings, training sessions, and safety drills as directed by the Clinic Director, Regional Director
- Distribute information in a timely manner from Director, Regional Director, COO to clinic staff members.
- Verify the completion of monthly and quarterly Medicare compliance checklists, and ensure all manuals are kept up to date and compliant with Medicare guidelines.
- Coordinate the completion of monthly chart audits. Report monthly results to Clinic Director, Regional Director, and review quarterly chart team audits.
- Triage staff/patient/customer needs and direct them appropriately.
- Prompt coordination with Clinic Director, Regional Director, COO and HR department regarding staff performance and unplanned staff schedule changes
- Coordinate appropriate staff/patient coverage to ensure appropriate levels of patient care, customer service, and clinic efficiency.
- Meet or phone call biweekly with Clinic Director, Regional Director, COO if deemed necessary.
- Meet with Clinic Director, Regional Director to review monthly reports on clinic performance
- Participate in clinic marketing at the direction of the Clinic Director, Regional Director, Marketing team.
- Communicate with Clinic Director, Regional Director and, if appropriate, landlord regarding facility needs.
- The lead PT will not authorize expenditures, sign contracts, or be directly responsible for staff hiring or disciplinary action.
- The lead PT will not initially participate in monthly director meetings or quarterly business development meetings, but will be asked for input for these meetings from Clinic director, regional director, or COO.
- The lead therapist will maintain excellence in: professionalism, communication, customer service, and leadership.

Supervisory Responsibilities: At the direction of the Clinic Director, Regional Director, and COO, the lead therapist will oversee clinical and front office staff and give input to the Clinic Director, Regional Director, and COO when needed. This person may also be asked to advise the Clinic Director, Regional Director, HR Director, and COO of marketing needs, hiring needs and participate in the interview process when deemed appropriate.

Standard Compensation:

- Base Salary
- TIP Eligible
- Payroll % Bonus Eligible



Education and/or Experience: Graduate from a college with an American Physical Therapy Association (or AOTA) accredited Physical Therapy (Occupational Therapy) curriculum for entry level Physical (Occupational) Therapy. Competence in the area of physical (occupational) therapy services in which he/she will function.

Certificates, Licenses, Registrations: Current license in the state in which practicing. CPR certified.

Other Qualifications: Personal and interpersonal communications. Patient Care. Documentation in patient medical records. Proper operating of equipment and dispensing of patient care supplies. Department environment.

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the medical community.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: The therapist must have the ability to meet the needs of the situation at hand when dealing with patient and family concerns and respond appropriately. Must have the ability to meet needs of referral sources and work comp associates, and deal using sound judgment. Must remain objective in the evaluation of patients, treatment plans and in reporting to senior management. Must exercise sound judgment and competence during the performance of all duties as assigned.

Physical Demands: The physical 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and sit. The employee is frequently required to be mobile. In addition, the Lead Physical (Occupational) Therapist may move heavy equipment and lift patients or help them turn, stand, or walk. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus. Please refer to Specific Job Analysis for detailed physical demand requirements.

Work Environments: 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.

The noise level in the work environment is usually moderate.

Note: This document describes the general nature and level of work required of people assigned to this job. It is not tended to be an all-encompassing list of responsibilities, duties, and skills. Additional duties or job functions that can be performed safely may be required as deemed necessary by supervisory personnel. The employee must adhere to all work rules, procedures, and policies established by the company, including, but not limited to, those contained in the employee handbook.

How to apply for this position?
Send your contact information and a resume to employment@arcpt.com