



## THE COQUILLE INDIAN TRIBE Ko-Kwel Wellness Center

**Job Title:** Licensed Massage Therapist  
**Department:** Ko-Kwel Wellness Center  
**Reports to:** Associate Administrator  
**FLSA Status:** Non-Exempt  
**Salary Grade:** \$21.95 - \$35.67  
**Location:** Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

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### SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Associate Administrator, the Licensed Massage Therapist delivers massage therapy to patients of the Ko-Kwel Wellness Center.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs professional quality massage, within scope of practice and licensing (as applicable).
2. Examine and assess patient's condition to best determine therapeutic modality for their condition.
3. Perform a full range of therapeutic massage modalities to patients in KWC in accordance with continuing education and training.
4. Designs specific sessions based on patients' individual needs.
5. Assists in the promotion of the health and wellness benefits to clients receiving massage therapy on a regular basis.
6. Must maintain a general knowledge of massage therapy coding requirement.
7. Creates excellent patient experience through friendly and helpful attitude.
8. Performs hot stone, deep muscle, or prenatal.
9. Utilizes other approved modalities, in accordance with applicable law.
10. Communicates various promotions to clients.
11. Follow all practice policies and protocols.
12. Assists in the cleanliness of the location (therapy rooms and common areas).
13. Document therapy in electronic health records accurately and completely in a timely manner.
14. Maintain HIPAA compliance.
15. Prepare other educational materials for KWC staff and patients.
16. Provide patients and their parents with guidance and information about techniques for postural control.
17. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job. This position may involve transporting Native Americans and Non-Native patients and clients in the KWC vehicles, employee-owned vehicles, and rental vehicles to and from a variety of KWC functions and activities.

### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 30 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Knowledge of regulations on the confidentiality of protected health information (PHI) and (HIPAA).
4. Knowledge of medical terminology.
5. Knowledge of and experience in performing Swedish and Deep Tissue Massage required, as well as knowledge of and experience in performing other modalities.
6. Understands and believes in the healing benefits of massage therapy and bodywork.
7. Ability to make decisions independently in accordance with established policy and procedures.
8. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
9. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
10. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
11. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

### **REQUIRED QUALIFICATIONS**

- A. High School graduate or equivalent required.
- B. Adherence to all applicable local and state licensing laws and regulations related to the massage therapy services provided, including following any applicable law pertaining to maintaining current Massage License.
- C. Oregon Massage Therapy License.
- D. Knowledge of medical terminology is preferred.
- E. Knowledge of third-party billing codes for massage therapy is preferred.
- F. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.