

# CEDAR COMMUNITY

## Massage Therapists/Guest Services

**Department:** Cedar Valley Center

**Job Status:** ALL

**FLSA Status:** Non-Exempt

**Reports To:** Director of Ministries

**Grade/Level:** Current State of WI licensure

**Amount of Travel Required:** Occasional travel required  
(Between buildings/sites)

**Work Schedule:** Works as scheduled for all CV shifts. May work beyond normal working hours and every other weekend and holiday when necessary.

**Positions Supervised:** None

### POSITION SUMMARY

Massage customers for hygienic or remedial purposes.

### ESSENTIAL FUNCTIONS

- ◆ Confer with clients about their medical histories and any problems with stress and/or pain in order to determine whether massage would be helpful.
- ◆ Apply finger and hand pressure to specific points of the body.
- ◆ Massage and knead the muscles and soft tissues of the human body in order to provide courses of treatment for medical conditions and injuries or wellness maintenance.
- ◆ Maintain treatment records.
- ◆ Provide clients with guidance and information about techniques for postural improvement, and stretching, strengthening, relaxation and rehabilitative exercises.
- ◆ Assess clients' soft tissue condition, joint quality and function, muscle strength, and range of motion per Licensed Therapist recommendation.
- ◆ Develop and propose client treatment plans that specify which types of massage are to be used.
- ◆ Refer clients to other types of therapists when necessary.
- ◆ Use complementary aids, such as hot packs, wet compresses, ice, and whirlpool baths in order to promote clients' recovery, relaxation and well-being.
- ◆ Treat clients in own offices, or travel to clients' offices and homes.
- ◆ Consult with other health care professionals such physical/occupational therapist, chiropractors, physicians and psychologists in order to develop treatment plans for clients.
- ◆ Prepare and blend oils, and apply the blends to clients' skin.
- ◆ Meet and assist with training staff and establishing a program of "quality indicators" assuring consistent quality of spa services.
- ◆ Assist with light housekeeping, maintenance, and dietary duties when necessary.
- ◆ Check in and check out guests in a polite and informed manner, carefully explaining policies, schedules, and availability of services and amenities.
- ◆ Assist with taking reservations for guests of center and spa.
- ◆ Manage facility when Cedar Valley manager is not present.
- ◆ Other duties as assigned by Director of Ministries and CV Manager.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- ◆ Accountability - Ability to accept responsibility and account for his/her actions.
- ◆ Autonomy - Ability to work independently with minimal supervision.
- ◆ Business Acumen - Ability to grasp and understand business concepts and issues.
- ◆ Communication, Oral/Written - Ability to communicate effectively with others using the spoken word.
- ◆ Creative - Ability to think in such a way as to produce a new concept or idea.
- ◆ Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- ◆ Detail Oriented - Ability to pay attention to the minute details of a project or task.
- ◆ Enthusiastic - Ability to bring energy to the performance of a task.
- ◆ Friendly - Ability to exhibit a cheerful demeanor toward others.
- ◆ Innovative - Ability to look beyond the standard solutions.
- ◆ Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- ◆ Project Management - Ability to organize and direct a project to completion.
- ◆ Sales Ability - Ability to use appropriate interpersonal styles and communication methods to gain acceptance of a product, service, or idea.
- ◆ Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- ◆ Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.

### Education

Graduate and certified by a professional school of Massage Therapy.

### Experience

Six months to one year related experience

## SKILLS & ABILITIES

### Computer Skills

Basic computer knowledge

### Certificates & Licenses

National certification in massage and body works. Licensed/Registered in State of Wisconsin.

### Other Requirements

Physically able to perform essential job functions safely and efficiently.

## PHYSICAL DEMANDS

### Physical Abilities

### Lift /Carry

Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	N (Not Applicable)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	N (Not Applicable)		
Crawl	N (Not Applicable)		
Squat or Kneel	O (Occasionally)		

Bend	F (Frequently)
<b>Push / Pull</b>	
12 lbs or less	O (Occasionally)
13-25 lbs	O (Occasionally)
26-40 lbs	O (Occasionally)
41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**Other Physical Requirements**

- Vision (Near, Distance, Color, Peripheral, Depth Perception)
- Sense of Sound (Voice activated fire alarms, communicate well in person and on the phone)
- Sense of Smell
- Sense of Touch

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.