

**DESCRIPTION:** Under immediate supervision, performs non-professional work involved in the delivery of active treatment activities, programs, and curriculum to clients, residents, members, or patients residing in State-owned facilities to comply with Title XIX. Incumbents develop skill and assist in the delivery of active treatment activities, which include but are not limited to: day services, wellness, community integration, recreational and vocational services; performs related work as required.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is the first level in the series of five (Aide, Assistant, Specialist, Supervisor, and Manager). Incumbents assist in carrying out Active Treatment activities. This class is entry level and used for training purposes or used for positions which perform only the most basic tasks assisting others who are responsible to provide Active Treatment activities. Incumbents work closely with a supervisor or higher level Active Treatment Program staff and refer all difficult and unusual problems to a supervisor or higher level Active Treatment Program staff for decision making.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Provide assistance to residents, members, or patients in learning how to participate in planned activities. Assist with carrying out activities, programs and curriculum developed by the Active Treatment Program Specialist.

Provide personal care to clients, residents, members or patients such as repositioning, feeding, dressing/changing, and toileting.

Maintain working knowledge of Individual Program Plan for consistency of habilitation.

Assist in instructing/guiding individuals in learning to perform jobs or participating in planned activities.

Assist in setting up for activities including room setup and ensuring necessary supplies/equipment are available to carry out activities.

Observe individual's participation during recreational/vocational activities and document progress which is used for various reports.

Transport, escort and monitor individuals to and from activities on or off of the campus grounds.

May attend meetings to discuss and provide input into resident, member, or patient progress and active treatment programs.

Oversee the use and care of equipment and supplies used for active treatment activities; may perform minor maintenance on equipment. Maintain sanitation of recreational facilities.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the general nature of developmental or intellectual disabilities and/or gerontology; effective methods of working with people; various games, sports, and/or various therapeutic or leisure activities; applicable state, federal, and Medicaid standards, policies and procedures; Title XIX regulations specific to the Active Treatment Program.

Skill in: active listening and understanding; working cooperatively with others; fostering and maintaining interpersonal relationships; observing and documenting active treatment services.

Ability to: communicate effectively with staff and individuals served; work with residents, members, or patients with diverse emotional, physical, mental or intellectual disabilities and functioning levels; provide quality care to individuals; learn the basic principles and methods of active treatment activities for the treatment of individuals with intellectual or other developmental disabilities and/or elder persons; maintain records; use equipment to carry out activities; demonstrate proper lifting, including a buddy lift, within a weight range of 50 to 200 pounds to heights of 36 inches; lift, bend, push and/or pull 50 pounds on an intermittent basis.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Training or experience with individuals who have a developmental or intellectual disability or experience in recreation.

**LEGAL REQUIREMENTS:**

N/A

**SPECIAL NOTE:**

Specific positions in this class are required to obtain MANDT, CPR, and First Aid certification and successfully complete the training necessary to independently support residents in active treatment services.

Positions classified to this class may be exposed to infectious waste, diseases and blood and airborne pathogens such as TB, HIV and Hepatitis.

Specific positions in this class may require the incumbents to possess a valid driver's license and provide a passenger vehicle with adequate liability insurance, or the ability to provide independent authorized transportation, in order to perform work-related travel, such as transportation for clients.

State agencies must evaluate each of their positions to determine their individual overtime eligibility status. FLSA regulations state positions cannot be exempted based on job title; rather the duties and responsibilities of each position must be evaluated by application of FLSA exemption criteria.