

DESCRIPTION: Under limited supervision, performs work involved in the organizing, delivery, and supervision of therapy services to residents, members, or patients at a 24 hour state facility. Incumbents supervise non-professional, para-professional, and other professional therapy personnel regarding day to day operations, and coordinate therapy services with other departments; performs related work as assigned.

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 fourth level in the series of five (Aide, Assistant, Specialist, Supervisor, and Manager). Positions classified to this class serve as a supervisor of other staff who involved in providing activities and is responsible for the day to day activities in a facility.

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.)

Plans, organizes, conducts, and supervises all activities within a therapeutic activity program.

Supervises and trains subordinate personnel in carrying out activities.

May conduct resident, member, or patient assessments. and evaluate the client's level of functioning to reflect social needs, abilities, and interests for placement in activity therapy programs.

Plans, organizes, conducts, and may supervise staff conducting activities in one or more therapy services.

Coordinates with other professional staff to evaluate the resident's, member's, or patient's level of functioning to reflect social needs, abilities, and interests for placement in activity therapy programs.

Confers with medical and interdisciplinary treatment of staff to integrate activity participation in a resident's, member's, or patient's total treatment program.

Attends and actively participates in treatment team meetings to discuss and provide input to resident, member, or patient progress and therapy programs; may act as treatment plan coordinator for particular residents, members, or patients.

Documents resident, member, or patient behavior, compiles progress reports, and maintains necessary records, including resident, member, or patient payroll.

Escorts and supervises residents, members, or patients in activities off of the campus grounds.

Oversees the use and care of equipment and supplies used for therapy activities; may perform minor maintenance on equipment.

Maintains the inventory of equipment and supplies used for therapy activities; makes recommendations on major equipment purchases and oversees the purchase of daily supplies and other materials as needed.

May establish and maintain contact with community organizations to stimulate interest and participation in the activity therapy program.

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

Knowledge of: methods for planning and conducting therapeutic activities; the principles and methods of therapeutic interventions; the fundamentals and rules of various games, sports, and related activities; swimming pool operations; the general nature of intellectual or other developmental disabilities; gerontology; treatment and behavioral documentation standards; the methods, techniques, and goals of individual and group therapy services; the principles and techniques of supervision.

Skill in: delivering therapy services; working cooperatively with facility personnel; utilizing therapy methods and techniques in carrying out therapeutic activities; communicating with residents, members, or patients and understanding their problems and needs; deterring deviant resident, member or patient behavior.

Ability to: form effective therapeutic relationships with residents, members, or patients; obtain and maintain resident, member, or patient interest and participation in activities; instruct residents, members, or patients how to perform an activity; teach the principles, practices, and techniques of activity therapy to subordinate staff and volunteers; observe and document resident, member, or patient behavior; plan, organize, lead, and adapt activities to resident, member, or patient needs; coordinate therapeutic activities with the functions of other facility departments; develop, analyze, and assess therapeutic activity programs and recommended changes; keep records and compile reports; supervise subordinates.

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

Bachelor's degree in recreation management, recreation therapy, occupational therapy, vocational rehabilitation or related field and more than a year of experience in a therapy or activity setting. Experience working in a therapy or activity program can be substituted for education on a year for year basis.

SPECIAL NOTE:

Some positions classified to this class may be required to possess a Water Safety Instructor certificate and/or a Swimming Pool Operator's license.

Specific positions classified to this class may also be required to be Certified Therapeutic Recreation Specialist (CTRS) or CTRS eligible (and be certified within the six month probationary period).

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.