

DESCRIPTION: Under administrative direction, this class performs professional, administrative work involved in directing and coordinating the therapy services programming, policies and procedures, for residents, members, or patients and staff at a 24 hour state facility. Incumbents supervise professional and supervisory therapy personnel and receive general direction from a clinical director, hospital administrator, or other designated superior; 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 fifth level in the series of five (Aide, Assistant, Specialist, Supervisor, and Manager). Positions classified to this class serve as a Manager of the activity and therapy services program and supervise other staff who are involved in providing activities, and is responsible for long term planning of the activities or treatment programming in a facility. The Manager level is responsible for development and implementation of therapy services policy and procedure for a facility, in addition to supervision of others classified within the Activity series.

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.)

Develops and implements policies and procedures for the delivery of therapy services.

Plans, organizes, coordinates, and directs all activities within a therapeutic activity program.

Supervises, trains, and evaluates professional and supervisory personnel in carrying out activities.

Monitors activities for conformance to program objectives and insures that the delivery of therapy services complies with accreditation standards.

Confers, consults, and coordinates with the managers of other disciplines to integrate therapy services into the resident's, member's, or patient's total treatment program.

Responsible for the maintenance of program records, statistics, reports of resident, member, or patient participation and progress in therapeutic activities; compiles reports for facility management to determine trends and practices of therapy services.

Plans and monitors the therapy activities budget.

Orders and maintains equipment and supplies used for therapy activities.

Establishes and maintains 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.)

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Knowledge of: methods for planning and conducting therapeutic activities; the fundamentals and rules of various games, sports, and related leisure activities; swimming pool operations; 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; budget and personnel management principles; supervisory techniques.

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; learn the principles and methods of therapeutic activities; 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; develop policy and procedure.

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 two years of supervisory or management experience in a therapy or activity setting. Experience managing a therapy or activity program and staff 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.