NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Activity Therapy Administrator 1	CODE: 44241C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from activity therapy administrator 2 or other higher-level supervisor, plans & participates in activity treatment programs, directly supervises & trains or orients activity or general activities therapists involved in same, monitors activities of assigned non-state participants, coordinates activity programs with other units, divisions &/or agencies, prepares, maintains & oversees preparation & maintenance of work related documentation, attends & participates in meetings, conferences &/or training sessions & performs various job related miscellaneous tasks;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	66-76	Plans activity treatment programs (e.g., participates as member of interdisciplinary treatment team & recommends or consults regarding treatment goal development, individual patient needs & policy formation), coordinates activity programs with other units, divisions &/or agencies (e.g., coordinates volunteer programs other special programs that provide leisure &/or therapeutic program activities, works in cooperation with neighborhood groups in conducting community-wide events), & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., activity therapy specialists, general activity therapists &/or activities aides); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) supervision*, (2) agency &/or state policies & procedures regarding general or specialty area activity therapy activities*, (3) techniques of therapeutic & recreational activities or activity therapy specialty area activities (e.g., therapy or entertainment for mentally, physically &/or emotionally handicapped persons), (4) employee training & development*, (5) public relations*; ability to (6) deal with some abstract but mostly concrete variables, (7) calculate fractions, decimals & percentages, (8) write instructions regarding proper uses of machinery, equipment or supplies, (9) gather, collate & classify information about data, people or things, (10) establish friendly atmosphere as supervisor of work unit, (11) develop good rapport with residents, students, patients &/or clients. *Developed after employment

(366)

123: 1-7-17

UNUSUAL WORKING CONDITIONS: May be exposed to physically, mentally &/or emotionally disturbed students, residents &/or patients; may work rotating shifts.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of associate degree program in recreation & 3 yrs. exp. in recreation, specialty area of therapeutic recreation, or completion of bachelor's degree program in recreation or specialty area plus 2 yrs. exp. in recreation or therapeutic recreation, or completion of master's degree program in recreation of specialty area or therapeutic recreation; or equivalent.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	11-21	Prepares, maintains & oversees preparation & maintenance of work related documentation (e.g., prepares supply & equipment requisitions & service requests; prepares inventory of recreational equipment; writes reports, correspondence &/or newsletters for purposes of communication to parents or interested parties regarding results of therapy activities; prepares budget for recreational needs; prepares, reviews & submits reports & data to supervisor, treatment team &/or medical team regarding patient treatment results, patient reactions &/or symptoms indicative of progression or regression; maintains employee time; ensures completion of proper documentation & permits for program & special event participation).	Knowledge of 1, 2*, 5, (12) budgeting, (13) inventory control*; ability to 7, 9, 10, (14) define problems, collect data, establish facts & draw valid conclusions, (15) prepare & review meaningful, concise & accurate reports.
3 (367) 123: 1-7-17	8-18	Attends & participates in meetings, conferences &/or training sessions (e.g., conducts staff meetings regarding activity implementation; participates in inservice training sessions in such areas as mobility communications; represents institution at meetings or conferences; meets with outside resources to secure & maintain off-grounds activities & involvement; attends department head meetings) & performs various miscellaneous tasks (e.g., ensures cleanliness & maintenance of program area & related equipment & materials; takes supervisor's place in his/her absence; transports clients to off-ground activities).	Knowledge of 2*, 3, 4, 5; ability to 6, 9, 14, (16) prepare & deliver speeches before specialized audiences & general public, (17) cooperate with co-workers on group projects.

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT: