



CLASSIFICATION SPECIFICATION

CLASS NUMBER 60161

ACTIVITIES THERAPIST

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS more generally. Therefore, an Activities Therapist may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Activities Therapist position is to plan, organize, and directly oversee a variety of recreational activities for agency clients (e.g., young offenders, hearing-impaired children, mentally or physically challenged individuals, children in custody of the agency). This involves preparing and maintaining documentation and correspondence regarding program activities (e.g., field trips) for patients, youth offenders, and children in agency custody.

Duties

Frequency 60% +/- 10%

- I. Plans, organizes, and runs on-ground and off-ground recreational activities for various individuals (e.g., patients, youth offenders, hearing-impaired children, children in agency custody).

Frequency 20% +/- 10%

- II. Prepares and maintains documentation and correspondence regarding program activities.

Frequency 10% +/- 3%

- III. Plans and tracks budgets for all program activities.

Frequency 5% +/- 2%

- IV. Attends meetings, training and conferences concerning program activities and related issues.

Frequency 5% +/- 1%

- V. Performs a variety of miscellaneous activities as needed.



**KSA'S FOR THE
JOB CLASSIFICATION OF
ACTIVITIES THERAPIST**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Various recreational activities (e.g. field trips) for clients with special needs (e.g., youth offenders, patients); Activities program planning and implementation; Word processing functions; Intermediate mathematical principles; Office practices and procedures; Typing principles.	Reading; Typing; Organization; Writing; Oral communication; Disciplining and leading clients with special needs; Word processing.	Perform intermediate mathematical calculations; Develop, coordinate, and implement activities programs (e.g., field trips) for individuals with special needs (e.g., youth offenders, patients); Work with the physically and mentally challenged; Monitor and discipline others; Accompany clients on various recreational activities; Read written material (e.g., magazines) for ideas; Organize and run competitive games and sports leagues; Keep score at games (i.e., perform basic mathematical calculations); Work on multiple tasks/projects.
II	Record filing practices; Intermediate mathematical principles; Office practices and procedures; Word processing functions; Typing principles; Requisition forms; Inventory control; The scheduling of program activities; Payroll functions.	Typing; Organization; Writing; Word processing.	Store, organize, and maintain important records; Complete requisition forms; Prepare activities schedule; Perform basic inventory tasks; Write progress reports for program activities; Perform intermediate-level mathematical calculations; Maintain weekly payroll sheets.
III	Intermediate mathematical principles; Budgeting functions; Fiscal management practices; Bookkeeping practices; Philanthropy functions.	Organization; Fund-raising; Oral communication; Fiscal management.	Perform intermediate-level mathematical calculations; Develop, coordinate, and implement philanthropic events; Keep track of money spent in regards to budgeting money spent each week for each activity; Maintain accurate records.
IV	Team management practices; Training and development practices; The establishment and evaluation of individual treatment goals for clients; Meeting functions and preparations.	Organization; Listening; Advising; Training.	Work in a team atmosphere; Attend meetings and transfer information from meetings to individuals at work; Attend training sessions and conferences; Analyze, assess, evaluate, define, and recommend group or individual treatment goals.
V	Automobile operation and transportation procedures; Telephone operations; Inventory control functions; Purchasing practices; Office practices and procedures; Business operations.	Oral communication; Operating a motor vehicle; Performing general business functions;	Operate an automobile and transport residents and/or students to various destinations (i.e., drive); Appear in court; Answer a telephone; Operate and maintain the inventory, purchasing, and day to day business operations.



Minimum Qualifications

- Completion of undergraduate major core coursework or two years experience in health, physical education and recreation or like field. Also requires one year of experience in working with children with issues and problems due to being from disadvantaged homes, or who have behavioral or emotional problems and/or have a disability. If the position involves the operation of an automobile or a van to transport children, applicants must also have a valid driver's license.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires the incumbent to plan and implement a variety of recreational activities. Many of these activities involve transporting Agency clients (e.g., children). Thus, care must be taken to ensure that safe transportation arrangements are made. In addition, the incumbent must ensure that safety precautions are taken when carrying out recreational activities. Additionally, the position involves spending the majority of the day in a typical office setting, with adequate heat, ventilation and light. The position also involves participation in a variety of outdoor activities. These activities expose the incumbent to insects, inclement weather or additional slightly dangerous situations, such as climbing relatively steep hills or swimming in water. The position may also involve exposure to youth offenders, or potentially dangerous clients.