

**STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION**

CLASSIFICATION SERIES:

Activity Therapy

SERIES NO.:

4421

MAJOR AGENCIES:

Education-Blind School, Mental Health, Developmental
Disabilities, Veterans' Home

EFFECTIVE DATE:

10/04/2015

SERIES PURPOSE:

The purpose of the activity therapy occupation is to conduct, organize, coordinate and administer recreational programs (e.g., physical education, arts and crafts) or medically approved specialty area programs (e.g., occupational, structured therapeutic, pre-vocational, vocational, adaptive sports activities, interactive computer access, card games, adapted aquatics, music therapy, art therapy, movement therapy, animal-assisted therapy (AAT), special events, outings, performing arts, evening group programs, video viewing) for specific therapeutic and/or goal reaching purpose.

At the lower level, incumbents monitor clients and assist higher-level staff in organizing and conducting activity therapy sessions.

At the second and third levels, incumbents organize and conduct individual and/or group sessions in recreational activities or act as lead worker.

At the fourth level, incumbents organize, plan and conduct individual and/or group classes in activity therapy program of medically approved specialty area for specific therapeutic and goal reaching purposes.

At the fifth level, incumbents plan, organize, conduct and ensure implementation of clinical adjunctive therapy program/services in specialty area (e.g., occupational, vocational or social areas, such as music therapy, drama therapy, movement/dance therapy, swimming with emphasis on adaptive aquatic skills, re-motivation/reality orientation), or in Department of Rehabilitation and Correction, plan, organize, conduct and ensure implementation of clinical adjunctive therapy program/services for inmates assigned to residential treatment unit(s).

At the supervisory level, incumbents supervise activity therapy staff.

At the managerial level, incumbents plan treatment program or act as facility-wide administrator in institution and/or community; or in adult correctional facility, plan, direct and coordinate the entire activity therapy program for special needs population or the entire general activity/recreation program for all inmates in general population.

Note: this series may be used in an institution and/or in a community setting.

JOB TITLE

Activities Aide

JOB CODE

44210

PAY RANGE

04

EFFECTIVE

04/21/1991

CLASS CONCEPT:

The entry-level class works under immediate supervision & requires some knowledge of activity therapy operations in order to monitor activities of clients/residents/inmates & to assist higher-level therapists.

JOB TITLE

General Activities Therapist 1

JOB CODE

44211

PAY RANGE

26

EFFECTIVE

10/04/2015

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of activity therapy operations in order to organize & conduct individual &/or group sessions in recreational activities (e.g., physical education, arts & crafts) for students, residents, clients, or inmates.

JOB TITLE

General Activities Therapist 2

JOB CODE

44212

PAY RANGE

27

EFFECTIVE

04/21/1991

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of activity therapy operations in order to act as lead worker (i.e., provides work direction & training) to lower-level activity therapy personnel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Activity Therapy Specialist 1	44213	27	10/04/2015

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of activity therapy operations in order to plan, organize & conduct individual &/or group classes in activity therapy program of medically approved specialty area for specific therapeutic & goal reaching purposes (e.g., occupational, structured therapeutic, pre-vocational, vocational or social areas) for clients, residents, or students (e.g., students who are hearing impaired, residents who are mentally ill &/or developmentally disabled) for rehabilitative purposes other than entertainment.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Activity Therapy Specialist 2	44214	29	07/30/2000

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of activity therapy operations in order to plan, organize, conduct & ensure implementation of clinical adjunctive therapy program/services in specialty area (e.g., occupational, vocational or social areas, such as music therapy, drama therapy, movement/dance therapy, swimming with emphasis on adaptive aquatic skills, re-motivation/reality orientation), or in Department of Rehabilitation & Correction, plan, organize, conduct & ensure implementation of clinical adjunctive therapy program/services for inmates assigned to residential treatment unit(s).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Activity Therapy Supervisor	44216	09	01/29/2001

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of activity therapy in order to supervise activity therapy staff, coordinate programs with other units & plan activity therapy program & projects in institution &/or community.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Activity Therapy Administrator	44217	11	11/25/2001

CLASS CONCEPT:

The managerial level class works under administrative direction & requires extensive knowledge of activity therapy operations in order to act as overall activity therapy program manager on institution-wide or facility-wide basis &/or in community & supervise lower-level activity therapy staff; or in adult correctional facility, plan, direct, & coordinate entire activity therapy program for special needs populations (i.e., maximum of two positions per institution as long as there are both inmates in general population & special needs population, otherwise only one position per institution) & in addition to either option, develop, interpret & monitor implementation of program policies & procedures, & if assigned, supervise assigned staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Activities Aide	44210	04	04/21/1991	04

JOB DUTIES IN ORDER OF IMPORTANCE: (these duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Monitors activities of students/clients/residents/consumers/ inmates during activity therapy & recreational activities & assists higher-level therapists in implementation of activity therapy programs.

Escorts clients/residents/consumers/students to & from activities; maintains client/resident/consumer/student participation & other activity therapy records; attends staff meetings to provide input concerning client/resident participation.

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition/subtraction; departmental & agency rules, guidelines & procedures pertaining to activity therapy*; safety practices pertaining to activity therapy*. Ability to carry out simple instructions; recognize unusual or threatening conditions & take appropriate action; read short sentences with concrete vocabulary; complete routine forms; cooperate with co-workers on group projects; demonstrate physical fitness to lift 50-100 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; may be exposed to persons who are dangerous, exhibit erratic behavior, are handicapped or have combination of physical & mental disabilities.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
General Activities Therapist 1	44211	04	10/04/2015	26

JOB DUTIES IN ORDER OF IMPORTANCE: (these duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Organizes & conducts individual &/or group sessions for residents, students, patients or clients (e.g., students who are hearing-impaired juvenile offenders, inmates, patients who are mentally disabled &/or developmentally disabled on personal development, arts & crafts &/or various other recreational activities (e.g., individual/dual sports, team sports, physical fitness, social games, field trips, special events & holiday programs (e.g., animal facilitation, gardening, soft crafts, leather working, ceramics).

Prepares & maintains work related documentation (e.g., writes progress reports on assigned individuals program evaluations; completes requisition forms to order living skills, arts, crafts & other recreational supplies & equipment; contributes to budget estimates by maintaining records for budget preparation; completes required forms such as when charting individual behavioral observations; completes requests for equipment maintenance & repair; keeps attendance for general activities).

Attends & participates in meetings (e.g., interdisciplinary team meetings to make recommendations for services, general recreational &/or staff meetings, in-service training sessions, conferences with involved community agencies or groups) & performs various work related miscellaneous tasks (e.g., transports or escorts students to & from indoor & outdoor activities & athletic events & coordinates needed security; inspects program work areas for safe & sanitary conditions & maintains program equipment & supplies; trains or assists in training recreational aides or volunteers to program; sets up/takes down needed equipment for various functions; performs grounds keeping duties relevant to recreation activities; participates in planning hospital-wide events); completes mandated training for position (e.g., multi-media, first aid, cpr, fire & safety).

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices & agency &/or state policies & procedures regarding general activity therapy activities*; techniques of therapeutic & recreational activities (e.g., physical education, therapeutic &/or exercise activities for persons who are mentally, physically &/or emotionally handicapped). Ability to deal with problems involving several variables within familiar context; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects; establish good rapport with clients/consumers/residents; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in recreation area (e.g., physical education).

–Or completion of associate degree in recreation; 12 mos. exp. in activity therapy or recreation.

-Or 24 mos. exp. as Activities Aide, 44210.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; may be exposed to persons who are dangerous, exhibit erratic behavior, are handicapped or have combination of physical & mental disabilities.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
General Activities Therapist 2	44212	04	04/21/1991	27

JOB DUTIES IN ORDER OF IMPORTANCE: (these duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker (e.g., provides work direction & training to other state employees such as activities aide, general activities therapist 1) & plans, conducts, implements & monitors general recreational, personal development, structured therapeutic & entertainment activities (e.g., softball, basketball, volleyball, ping-pong, pool, arts & crafts, wood working, swimming, exercises) for residents (e.g., serves as member of interdisciplinary team & analyzes, assesses, evaluates, defines & recommends group &/or individual treatment goals & activities; observes participants during activities; serves in instructional capacity for patients, staff, students &/or volunteers).

Prepares & maintains work related documentation (e.g., reports for treatment team regarding individual behavior & progress, documents regarding implementation of individual recreational program activities, statistical records needed in evaluation of programs, supply & equipment requisitions, production records, inventory records of equipment tools & materials, weekly activity schedule, payroll time sheets).

Participates & attends meetings, conferences &/or training sessions (e.g., consults with members of activities therapy department regarding matters of mutual concern; attends staff, in-service &/or workshop meetings) & performs various work related tasks (e.g., maintains clean, safe & functioning work areas; is responsible for storage, issuance & maintenance of supplies; picks up & delivers production goods; performs job & fixture set-up; makes presentations to community groups regarding general activity therapy programs being conducted; relieves supervisor in his/her absence; transports youths to off campus activities; assists in budget preparation).

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; safety practices pertaining to general activity therapy*; departmental, agency & state laws, rules, guidelines & procedures pertaining to activity therapy*; techniques of therapeutic & recreational activities (e.g., physical education activities, therapeutic &/or exercise activities for persons who are mentally, physically &/or emotionally handicapped). Ability to deal with problems involving several variables within familiar context; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects; establish good rapport with clients/consumers/residents; prepare meaningful, concise & accurate reports; establish friendly atmosphere as team leader of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in recreation area (e.g., physical education); 12 mos. exp. in activity therapy or recreation.

-Or completion of associate degree in recreational area; 24 mos. exp. in activity therapy or recreation.

-Or 12 mos. exp. as General Activities Therapist 1, 44211.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; may be exposed to persons who are dangerous, exhibit erratic behavior, are handicapped or have combination of physical & mental disabilities.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Activity Therapy Specialist 1	44213	04	10/04/2015	27

JOB DUTIES IN ORDER OF IMPORTANCE: (these duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Organizes, plans & conducts individual &/or group classes in activity therapy program of medically approved specialty area for specific therapeutic & goal reaching purposes (e.g., occupational, structured therapeutic, pre-vocational, vocational, or social areas) for clients, residents or students (e.g., students who are hearing impaired, residents who are mentally ill &/or developmentally disabled) for rehabilitative purposes other than entertainment (e.g., occupational, structured therapeutic, adaptive sports activities, interactive computer access, card games, adapted aquatics, music therapy, animal-assisted therapy (AAT), special events, outings, performing arts, evening group programs, video viewing, construction projects &/or leather-tooling to increase self-esteem, develop new hobbies &/or develop ability to participate in solitary or small group activities; specialized art areas of batik, carving, sculpting, photography or specialized art therapy activities using various aid medias such as paint, chalk or crayons which are geared to individual patients; horticulture, music, dance &/or movement exploration which are oriented toward education & socialization) & gives instruction & training to volunteers, students, resident workers or patient workers.

Prepares & maintains work related documentation (e.g., prepares routine & special reports on resident activities within program; prepares correspondence, memos & newsletters; maintains & updates monthly calendar of events; completes orders & maintains receipts for needed supplies or equipment; maintains records of patient participation, progress & attendance).

Attends & participates in meetings (e.g., interdisciplinary team meetings, staff meetings, departmental meetings, training sessions, conferences, seminars) & performs various work related miscellaneous tasks (e.g., decorates in-house bulletin boards, makes & distributes signs regarding programs, maintains tools, supplies & equipment; operates state owned car or van to escort &/or transport patients or clients to activities; assist general activities therapist with adapted aquatics; cleans & maintains work areas; assists guest instructors with scheduled activities).

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency &/or state policies, procedures & safety practices (e.g., CPR*, fire safety*, first aid*, ~~ICF/MRDD~~ ICF/IID*, O.S.H.A*, paces*) regarding specialty area activity therapy operations*; techniques of applicable activity therapy specialty area (e.g., music therapy for mentally, physically &/or emotionally handicapped, movement/ dance therapy, senses therapy, animal-assisted therapy); public relations, human relations. Skill in operation of car, van, tractor with hitch*, flat bed trailer*, pallet jack*, mechanical lift*, fork lift*, heat sealer*, calculator*, fax*, alpha pager*, Ellison machine*, copier*, popcorn machine*, web TV*, VCR*, DVD*, cash register*, personal computer*. Ability to develop & maintain good rapport with physicians, nurses, therapeutic program workers, general activity specialists, family members, volunteers, residents, students, patients or clients; prepare meaningful, concise & accurate reports; cooperate with co-workers on group projects; gather, collate & classify information about data, people or things; define problems, collect data, establish facts & draw valid conclusions; push, pull & lift patients or clients in wheelchairs; lift boxes, moves furniture; lift up to 100 lbs.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in recreation or specialty area (e.g., music, art, drama); valid drivers' license.

-Or completion of associate degree in recreation or specialty area (e.g., music, art, drama); 12 mos. exp. in Activity Therapy; valid drivers' license.

Note: must have certification in animal-assisted therapy if utilizing trained animals for therapeutic goal reaching purposes.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; may be exposed to dirt & dust; may be exposed to persons who are dangerous, exhibit erratic behavior, are handicapped or have combination of physical & mental disabilities; may be exposed to human waste; may be exposed to human & equipment noise; may work in tight confined work area.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY RANGE
Activity Therapy Specialist 2	44214	04	07/30/2003	29

JOB DUTIES IN ORDER OF IMPORTANCE: (these duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, organizes, conducts & ensures implementation of clinical adjunctive therapy program/services in specialty area (e.g., occupational, vocational or social areas, such as music therapy, drama therapy, movement/dance therapy, swimming with emphasis on adaptive aquatic skills, re-motivation/reality orientation) for specific therapeutic & goal-reaching, rehabilitative purposes other than entertainment (e.g., attends planning sessions such as interdisciplinary team meetings, follows departmental standards & implements individual & group activity therapy such as for patients who are adult psychiatric, adult acute care, geriatric, forensic, mentally ill, ~~mentally retarded~~ developmentally disabled, students who are deaf & blind, multi-handicapped & visually impaired in use of their remaining senses such as auditory, tactile &/or residual vision; provides guidance in music department operations & instructs in individual & group lessons in playing of instruments, music reading & writing &/or in music appreciation) & conducts individual & group therapy sessions (e.g., conducts music therapy to include choral conducting, vocal production, lyric analysis, movement & music, instrumental, improvisation & aural; oversees patients in various routines of supportive work/work adjustment program; conducts art therapy sessions using defined therapy techniques & mediums to include ulman diagnostic series & projective techniques such as house-tree-person & kinetic family drawing); conducts/teaches pool therapy to include water walking & flexibility for injured workers; utilizes recreation therapy techniques to include item analysis, activity analysis & task analysis; leads groups in two areas which may include life vices, peace talks, hygiene, stress/anger management, community service &/or arts/crafts) for evaluation & skills/performance development in areas such as social, physical, cognitive, behavioral & leisure,

Or

In Department of Rehabilitation & Correction, plans, organizes, conducts & ensures implementation of clinical adjunctive therapy program/services as described above, but only for inmates assigned to residential treatment unit(s).

Prepares & maintains work related documentation (e.g., records or evaluations of individual progress &/or involvement towards established goals of education or treatment plan; reports regarding equipment maintenance; completes requisition &/or purchase orders for supplies & equipment; maintains inventory of supplies & equipment; maintains daily tool, equipment & chemical inventory; lesson plans specifying use of instructional materials; files on patient treatment plans; notes of unusual patient behavior; departmental log on attendance & participation of residents in program; monthly attendance figures for program; patient assessments & program proposals written by staff); daily ancillary service data collection form); completes clinical documentation to assure compliance with accrediting/certifying agencies (e.g., JCAHO; Medicare); provides clinical lead work/work direction to lower-level activity therapy specialist(s), assigned student practicum's & internships, volunteers & patients involved from hospital &/or community if assigned; oversees inmates in grounds keeping duties (e.g., mowing grass; maintaining recreational playing fields & courts); prepares computer generated reports on patients as required; makes policy &/or work recommendations (e.g., regarding unit programming to include improving programming, referral programming & new programming; recovery initiative; SAMI programming; utilization of space to enhance therapeutic environment) to supervisor, program administrator &/or administrator.

Participates & attends meetings, conferences/seminars &/or workshop sessions (e.g., serves as primary member of assigned interdisciplinary treatment team (s); in-service meetings with staff & parents; case conferences; treatment team; patient care monitoring; program planning meetings); evaluates patients, formulates & implements individual treatment plans. (i.e., ITPS); performs various work related miscellaneous tasks (e.g., maintains supplies & equipment such as music therapy instruments; edits monthly resident staff news letter; decorates bulletin boards; makes & distributes program related advertising regarding programs, plans & coordinates major hospital events for hospital population; organizes team sports; arranges movie schedule entertainment & supervises games; escorts visitors; assists in budget preparation); completes mandated training.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; agency &/or state policies, procedures & safety practices regarding specialty area activity therapy operation*; techniques of applicable activity therapy specialty area activities (e.g., art therapy, music therapy for mentally, physically &/or emotionally handicapped, movement/dance therapy, senses therapy, recreation therapy); public relations*. Skill in operation of personal computer. Ability to deal with several variables in somewhat unfamiliar context; establish friendly atmosphere as lead worker; gather, collate & classify information about data, people or things; develop good rapport with inmates, residents, patients, clients, children who are disabled; define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in music therapy from an accredited institution approved by American Music Therapy Association (i.e., AMTA); completion of 6 mos., 1040 hour music therapy internship at an approved AMTA site & board certification (i.e., MT-BC) by certification board for music therapists (i.e., CBMT); 24 mos. exp. in activity therapy.

-Or bachelor's degree in therapeutic recreation; completion of 1000 hour clinical practicum & certification by national council on therapeutic recreation certification; 24 mos. exp. in activity therapy.

-Or completion of undergraduate core program in recreation, physical education or specialty area (e.g., music, art, drama, dance); 24 mos. exp. in activity therapy.

-Or completion of associate degree in recreation or specialty area (e.g., music, art, drama, dance); 24 mos. exp. in activity therapy.

-Or equivalent of the minimum class qualifications for employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; may be exposed to persons who are dangerous, exhibit erratic behavior, are handicapped or have combination of physical & mental disabilities; may be exposed to recreation noise; may assist with psychiatric emergencies where restraints are used; may be exposed to infectious diseases.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Activity Therapy Supervisor	44216	EX	01/29/2001	09

JOB DUTIES IN ORDER OF IMPORTANCE: (these duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises lower-level activity therapy staff & 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, division &/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) in institution &/or community.

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 client/consumer/patient treatment results, client/consumer/patient reactions &/or symptoms indicative of progression or regression; maintains employee time; ensures completion of proper documentation & permits for program & special event participation).

Attends & participates in meetings, conferences &/or training sessions (e.g., conducts staff meetings regarding activity implementation; participates in in-service 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; provides activity therapy services to clients & maintains related paperwork).

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; employee training & development*; agency &/or state policies, procedures & safety practices regarding general or specialty area activity therapy operations*; techniques of therapeutic & recreational activities or activity therapy specialty area activities (e.g., therapy or entertainment for persons who are mentally, physically &/or emotionally handicapped); budgeting; inventory control*. Ability to deal with some abstract but mostly concrete variables; write instructions regarding proper uses of therapeutic &/or recreational equipment & supplies; gather, collate & classify information about data, people or things; establish friendly atmosphere as supervisor of work unit; develop good rapport with residents, students, patients &/or clients; define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; prepare & deliver speeches before specialized audiences & general public; cooperate with co-workers on group projects.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in recreational (e.g., physical education) or specialty area (e.g., art, music, drama, dance).

-Or completion of undergraduate core program in recreation or specialty area; 24 mos. exp. in activity therapy.

-Or 12 mos. exp. as Activity Therapy Specialist 2, 44214.

-Or 12 mos. exp. as General Activity Therapist 2, 44212.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to persons who are dangerous, exhibit erratic behavior, are handicapped or have combination of physical & mental disabilities; may work rotating shifts.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY RANGE
Activity Therapy Administrator	44217	EX	11/25/2001	11

JOB DUTIES IN ORDER OF IMPORTANCE: (these duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as overall therapy program manager on institution-wide or facility-wide basis &/or in community & plans, directs & evaluates activity therapy programs for resident, patient, inmate or student groups, coordinates inter & intra-hospital or facility activity therapy programs with other agencies & groups (e.g., volunteer &/or student programs), ensures training of & supervises lower-level activity therapy staff, monitors activities of & ensures training of assigned volunteers &/or student participants, develops, interprets & monitors implementation of activity therapy policies & procedures, develops & revises goals, objectives & treatment plans in conjunction with inter-disciplinary team, ensures proper staff utilization, accountability & productivity & proper utilization of funds & equipment & creates special activity therapy programming as special needs arise;

Or

In adult correctional facility, plans, directs, & coordinates entire activity therapy program for special needs populations (e.g., inmates assigned to residential treatment units), or plans, directs, & coordinates entire general activity/recreational program for all inmates in general population (i.e., maximum of two positions per institution as long as there are both inmates in general population & special needs population, otherwise only one position per institution) & in addition to either option, develops, interprets & monitors implementation of program policies & procedures, & if assigned, supervises assigned staff.

Prepares, maintains & oversees preparation & maintenance of work related documentation (e.g., maintains records of employee progress & training status; prepares or assists in preparation of budget; prepares requisitions for equipment & supplies; completes equipment & supply inventories; reviews, prepares & maintains records of student, client or inmate progress, attitude & adjustment; writes training manuals; prepares reports regarding departmental activities & plans for problem correction; reviews & processes job applications).

Attends & participates in meetings, conferences &/or training sessions (e.g., represents department at meetings & conferences such as with community groups or surveying agencies; participates in workshops & seminars to maintain & enhance expertise; serves on committees such as state committees regarding patient treatment; conducts staff meetings to ensure open lines of communication) & performs miscellaneous tasks (e.g., represents facility head at community events; conducts individual & group activity therapy activities; oversees maintenance of supplies, equipment & work areas; organizes special holiday events).

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; employee training & development; departmental, state &/or agency policies & procedures regarding general or specialty area activities; techniques of therapeutic & recreational activities or activity therapy specialty area activities (e.g., therapy or entertainment for persons who are mentally, physically &/or emotionally handicapped); budgeting; inventory control. Ability to deal with many variables & determine specific course of action; write instructions regarding proper uses of recreational &/or therapeutic machinery, equipment & supplies; gather, collate & classify information about data, people or things; develop good rapport with residents, students, patients &/or inmates; establish friendly atmosphere as program manager; define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; prepare & deliver talks before specialized audiences & general public; cooperate with co-workers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in recreation (e.g., physical education) or specialty area (e.g., art, music, dance, theater); 12 mos. exp. in activity therapy; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-Or completion of undergraduate core program in recreation (e.g., physical education) or specialty area (e.g., art, music, drama, dance); 24 mos. exp. in activity therapy; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-Or 12 mos. exp. as Activity Therapy Supervisor, 44216.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to persons who are dangerous, exhibit erratic behavior, are handicapped or have combination of physical & mental disabilities; may work rotating shifts.