

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Center for Forensic Psychiatry
4. Civil Service Position Code Description RECREATIONAL THERAPIST-E	10. Division Activity Services Division
5. Working Title (What the agency calls the position) Recreational Therapist	11. Section Rehabilitation Services Unit
6. Name and Position Code Description of Direct Supervisor MATLOCK, CELESE M; ACTIVITIES THERAPY MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor KOUBA, RENEE M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 8303 Platt Road, Saline, MI 48176 / Sun 8am-4:30pm; M-Th 12pm-8:30pm or Tues-Fri 12pm-8:30pm; Sat 8am-4:30pm

14. General Summary of Function/Purpose of Position

Recreational Therapists use the principles and practices of recreational therapy to assess the functional skills of patients, developing and providing adaptive therapeutic recreational programs suited for each individual patient. Therapeutic programs are based on identified patient needs. The Recreational Therapist works with other Rehabilitation Services staff to provide therapeutic activity programs on treatment units and, at times, in a centralized program area called Main Street. The Recreational Therapist works as part of an interdisciplinary team and is a treatment team member for their assigned unit.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Provide recreational therapy to persons in a maximum-security mental health setting.

Individual tasks related to the duty:

- Plans, adapts and implements therapeutic recreational programs that meet the needs of each patient that is scheduled for programming
- Schedules programs in cooperation with other Rehabilitation Services, professional and institutional staff
- Identifies and requests supplies and equipment which are necessary for the program
- Instructs and trains patients in activities to address their psychiatric needs
- Interacts with patients in a therapeutic manner
- Maintains program areas and equipment in a safe and secure manner
- Participates in performance improvement activities as assigned to improve patient care
- Provides daily coverage, as needed

Duty 2

General Summary:

Percentage: 15

Assessment of the functional skills of CFP patients.

Individual tasks related to the duty:

- Individual and group assessment utilizing methods such as task observation, interview and interest inventory
- Confers with treatment team regarding the needs of patients and treatment planning; makes treatment recommendations
- Determines and reviews treatment goals in relation to Rehabilitation Services programs
- Continues to evaluate adaptive therapeutic recreational programs to ensure patient's needs are being met through the daily scheduled groups
- Attends team meetings
- Provides input to the treatment team regarding patient performance and progress
- Serves as a case manager for approximately 3-8 patients, as assigned

Duty 3

General Summary:

Percentage: 15

Documentation and communication regarding patient treatment and program issues.

Individual tasks related to the duty:

- Documents patient attendance/participation daily
- Weekly/monthly notes as indicated to document progress toward treatment goals
- Treatment plan modification to demonstrate active treatment

- Complete referrals for Main Street Rehabilitation Services programs
- Communicates regularly with Activity Therapy Managers regarding program issues and needs
- Attends weekly Rehabilitation Services clinical meeting to share information with peers
- Documents in a timely and thorough manner
- Completes incident reports as necessary
- Completes documentation requirements in the electronic medical record.

Duty 4

General Summary:

Percentage: 10

Maintains safe, sanitary and therapeutic work/treatment environments.

Individual tasks related to the duty:

- Completes count sheets for use of supplies and equipment in groups/patient areas
- Monitors tools and supplies during their use and ensures that they are used appropriately and safely stored after use
- Cleans immediate work area following use; assists in maintaining/cleaning department storage areas
- Keeps inventory of equipment, supplies, hazardous materials and critical tools
- Reports any potentially unsafe conditions to supervisor and unit staff
- Maintains working knowledge of hazardous materials (leather dye, etc.)
- Protects patients and employees by adhering to infection-control policies and protocols

Ensures operation of equipment by completing preventative maintenance requirements; and calling for repairs as needed.

Duty 5

General Summary:

Percentage: 10

Miscellaneous duties.

Individual tasks related to the duty:

- Identify and request needed supplies and equipment
- Participate in the training and supervision of students
- Maintain knowledge of CFP policies and Rehabilitation Services procedures
- Provides coverage for peers in their absence
- Participation in continuing education to maintain or improve skills (CFP annual in-service and continuing education units to maintain CTRS certification)
- Serve as Recreational Therapy Supervisor for 15-week internship students -working with University Internship Supervisor and facility's RS Supervisor and Director, per interest and need
- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Uses professional judgment during therapeutic interactions with patients in a maximum-security psychiatric setting. Confers with treatment team members to seek input for complex situations

17. Describe the types of decisions that require the supervisor's review.

Informs Activity Therapy Manager(s) when unable to implement programs or supervisory directives. Notifies supervisor of safety or security violations or incidents Seeks approval from Activity Therapy Manager to use new supplies or equipment that may pose a safety or security concern. Seeks approval when ordering supplies. Time off requests are submitted to the supervisor in a timely fashion.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Standing, sitting, balancing, reaching, lift a minimum of 20#, walking. May require outdoor work, noise associated with music, work with tools, transporting equipment and exposure to noxious odors. CPI training is required and may be necessary to implement physical interventions in an emergency. Work a minimum of an 8-hour shift.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Management prepared.

23. What are the essential functions of this position?

Plans, conducts and supervises therapeutic recreational treatment programs.

Documentation and assessment related to the provision of treatment and program activities.

Daily interaction with other hospital staff for program coordination. Daily interaction (individual or group) with potentially dangerous CFP patients with serious mental illness .

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

PD update to add an active PD on file in PARIS. No changes made.

25. What is the function of the work area and how does this position fit into that function?

The Rehabilitation Services Department provides extensive programs in the Treatment Services Division of CFP. Occupational Therapy, Therapeutic Recreation, Music Therapy, Adult Education, Special Education, Vocational Therapy and Pastoral Care work cooperatively to meet the needs of patients at the Center. The Recreational Therapist is responsible to plan and implement a diverse treatment program in conjunction with other hospital staff.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in recreational therapy.

EXPERIENCE:

Recreational Therapist 9

No specific type or amount is required.

Recreational Therapist 10

One year of professional experience providing recreational therapy services equivalent to a Recreational Therapist 9.

Recreational Therapist P11

Two years of professional experience providing recreational therapy services equivalent to a Recreational Therapist, including one year equivalent to a Recreational Therapist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

Knowledge of principles and practices of psychosocial Recreational Therapy.

Ability to assess functional skills and deficits and provide treatment appropriate to patient needs.

Ability to communicate effectively both orally and in writing.

Interpersonal skills to facilitate positive rapport with patient and staff.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect, and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

EMILY WILLIAMS

10/25/2022

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date

