

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. ACTHADEA

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MICHIGAN VETERAN HOMES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Department of Military & Veterans Affairs
<b>4. Civil Service Position Code Description</b> Activities Therapy Aide-A	<b>10. Division</b> D.J. Jacobetti Home for Veterans
<b>5. Working Title (What the agency calls the position)</b> Lead Activities Therapy Aide	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> ; ACTIVITIES THERAPY MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 425 Fisher St., Marquette, MI 49855 / 0800-1630, some evenings/rotational weekends

**14. General Summary of Function/Purpose of Position**

This position serves as a lead worker, providing therapeutic and recreational activity services for members at the D.J. Jacobetti Home for Veterans. This position coordinates, assigns, and guides the work of staff engaged in activity programming and ensures activity programming supports individual care plan goals and safety standards. The lead worker assists with planning and implementing group and individual activities, observes and documents member participation, and collaborates with the interdisciplinary team to coordinate each member's overall well-being.

**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: 35**

**Lead Worker Tasks**

**Individual tasks related to the duty:**

- Assign duties and assignments and help coordinate therapeutic activities.
- Provides orientation to newly hired staff.
- Provides guidance and instruction to staff regarding activity methods, safety procedures, and member engagement methods.
- Assists with coverage planning to support unit needs, special events, and facility wide programming.
- Serves as a resource to staff by explaining policies, procedures, and word methods related to therapeutic activities.
- Communicates staffing issues, operational concerns, and program needs to the Activities Manager.

**Duty 2**

**General Summary:**

**Percentage: 30**

**Activity Programming**

**Individual tasks related to the duty:**

- Plans, organizes, and leads activities designed to meet the needs of members of the home.
- Conducts group and individual activities that promote socialization, cognitive stimulation, physical movement, and emotional wellbeing.
- Adapt activities to accommodate members physical and cognitive abilities and meeting individual interests.
- Encourages participation by using appropriate motivational and engagement techniques.
- Lead special programming such as Veteran specific events, holiday celebrations, ceremonies, and outings.
- Ensures activities align with members individualized care plans and support the overall quality of life goals within the home.

**Duty 3**

**General Summary:**

**Percentage: 20**

**Documentation and Communication**

**Individual tasks related to the duty:**

- Observes member participation, behavior, mood, and response during activities and documents in the EMR.
- Maintains attendance records, notes, activity logs, and required reports in accordance with MVH policy.
- Communicates member progress, concerns, or changes in condition to members of the IDT.
- Participates in IDT meetings, care conferences, QAPI, and other meetings as required.
- Provides input regarding member interests, functional abilities, and activity outcomes to support in the care planning process.
- Ensure documentation is completed timely according to the standards of the home.

**Duty 4**

**General Summary:**

**Percentage: 15**

**Safety & Program Support**

**Individual tasks related to the duty:**

- Ensures activity areas, equipment, and supplies are safe, clean, and properly maintained for member use.
- Orients staff and members to safe and appropriate use of activities supplies/equipment.
- Identifies safety hazards, equipment needs, or supply shortages and reports issues to appropriate personnel.
- Assists the Activities Manager with inventory control, storage, and ordering supplies as directed.
- Follows infection control, emergency procedures, and safety protocol during all activities programming.
- Assists with transporting or escorting members to and from activities.
- 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.**

- Assigning and adjusting daily ATA work based on staffing levels, member, and programming needs.
- Planning and implanting member specific activities.
- Providing direction and guidance to ATA staff regarding activity methods, safety practices, and member engagement techniques.

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

- Request for additional staffing, authorization of overtime, significant schedule adjustments beyond routine coverage.
- Purchases beyond established budget or standard supplies.
- Approval of new special events or large-scale activities.

**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.**

Regularly stand for long periods of time and frequently reach at, above, or below shoulder height, stoops, twists, or bends. Regularly move/transport objects, with some occasionally being heavy. Occasionally transfer/lift members, push wheelchairs, fold and store w/c on a bus using appropriate equipment and body mechanics. Interact with members who suffer from dementia, cognitive impairment, or may be uncooperative/aggressive. Occasional exposure to illness and potentially infectious body fluids. Exposure to secondhand smoke when passing/entering/monitoring the designated smoking area. Exposure to weather on occasion. Regular computer usage.

**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.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	ACTIVITIES THERAPY AIDE-E E8		ACTIVITIES THERAPY AIDE-E E8
	ACTIVITIES THERAPY AIDE-E E8		ACTIVITIES THERAPY AIDE-E E8
	ACTIVITIES THERAPY AIDE-E 6		ACTIVITIES THERAPY AIDE-E 6
	ACTIVITIES THERAPY AIDE-E 6		ACTIVITIES THERAPY AIDE-E 6

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"/> Y | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> Y | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> Y | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> Y | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> Y | 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?**

Yes, management developed PD.

**23. What are the essential functions of this position?**

To serve as a lead worker, providing therapeutic and recreational activity services for members at the D.J. Jacobetti Home for Veterans. This position coordinates, assigns, and guides the work of staff engaged in activity programming and ensures activity programming supports individual care plan goals and safety standards. The lead worker assists with planning and implementing group and individual activities, observes and documents member participation, and collaborates with the interdisciplinary team to coordinate each member's overall well-being.

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

New Position

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

The function of the work area is diverse with a focus on meeting the therapeutic/recreational needs of its members. This position is part of the interdisciplinary team which provides comprehensive member therapeutic programs for the purpose of improving the quality of life for the members of the home.

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

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Activities Therapy Aide 9**

Three years of experience equivalent to an Activities Therapy Aide, including one year equivalent to an Activities Therapy Aide E8.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of various crafts, sports, and other recreational activities. Knowledge of community and veterans group organizations. Knowledge of therapeutically oriented activities and programs. Ability to write care plans, progress notes, etc. The ability to work with members who may be elderly, have a dementia diagnosis, or may suffer from multiple medical problems.

Ability to train and oversee the work of others. Ability to prioritize, organize, and coordinate home activities.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess or obtain and maintain a Chauffeur's License within 6 months of employment as a condition of continuing employment.

Must possess or obtain Activities Director Certification (ADC) within 1 year of employment as a condition of continuing employment.

**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.***

\_\_\_\_\_  
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