

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b>
1. ACTHMGR1

## 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> STATE OPERATIONS
<b>4. Civil Service Position Code Description</b> Activities Therapy Manager-1	<b>10. Division</b> D.J. JACOBETTI HOME FOR VETERANS
<b>5. Working Title (What the agency calls the position)</b> Activities Manager	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> ; STATE DIVISION ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 425 FISHER ST; MARQUETTE, MI 49855 / M-F 8:00-4:30; VARIES WITH NEED

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

The Activity Therapy Manager coordinates and directs the work of activity therapy aides at the D.J. Jacobetti Home for Veterans in a varied program of activity and recreational therapy. The Activity Therapy Manager is also responsible for designating therapeutic and diversional activities to meet the needs of the Home's population based upon comprehensive individualized assessments.

The employee functions as a first-line professional manager of a professional position and non-professional positions in a standard work area.

**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: 45**

Develop a therapeutic and diversional activity therapy program designed to meet the comprehensive and individual needs of members at this Veterans Home.

**Individual tasks related to the duty:**

- Perform research and analysis to ensure the Home's activity program meets national standards on an ongoing basis, establishing the Home as a community leader in long term care.
- Develops activity programs designed in accordance with the comprehensive assessment, interests, and psychosocial well-being of individual members.
- Plans, develops, and coordinates scheduling of in Home and Community based activities.
- Participates in the MDS (Minimum Data Set) Assessment and member care planning process to ensure that they reflect the individual needs of members.
- Works with the volunteer coordinator to schedule volunteers to assist with various activity programs (i.e., picnics, parties, bingo, musical entertainment, member carnival, Vegas days, old car show, etc.) as needed.
- Communicate needs to interdisciplinary team (ex. nursing dietary, Social Worker, maintenance, etc.) when planning events to facilitate planning and participation.
- Coordinate staffing needs for programs/events with unit managers/RN Supervisor as appropriate.
- Supervise activities in a variety of locations including nursing units, craft/ceramic room, wood shop, library, puzzle room, chapel, and recreation hall etc.

**Duty 2**

**General Summary:**

**Percentage: 35**

Performs duties as a first line supervisor, directing the work of activity therapy aides and evaluating their performance

**Individual tasks related to the duty:**

- Responsible for scheduling Activity Therapy Aides to meet the needs of the Home in providing activities for members 7 days/week including evening activities.
- Makes assignments, sets priorities, and directs the work of subordinate employees.
- Monitors completion of assessments and care plans completed by Activity Therapy Aides to ensure compliance.
- Conducts Activity Therapy Department Meetings as needed; at least monthly.
- Maintains needed supplies for conducting activities in all areas of responsibility.
- Schedules ongoing in-service training for activity therapy aides and attends the same.
- Completes annual appraisals of all activity therapy aides; evaluates and verifies employee performance through regular review of completed work assignments and techniques.
- Participates in the selection process for filling employee vacancies at the Home.
- Ensures proper labor relations and conditions of employment are maintained.
- Supervises CDL drives and ensures compliance with all regulations.

**Duty 3**

**General Summary:**

**Percentage: 20**

Participates in ongoing quality assurance activities to ensure programming meets the individual needs of members and to ensure the Home's compliance with State and Federal regulations

**Individual tasks related to the duty:**

- Develops policies and procedures to ensure the Home meets current standards of care and comply with State and Federal Regulations.
- Administers quality assurance monitoring in the program area to ensure the goals of the program are met.
- Participates in continuing education programs to ensure the Home's program meets or exceeds current standards.
- Presents programming recommendations to meet the changing needs of our veteran population.
- Requests feedback from unit managers, members, families, and others to ensure activities and events are conducted in a quality manner.
- Serves as an advocate and provides information to create understanding of the goals of the faculty's activity programs with the community.
- Attend meetings as required.
- Submits reports to Board of Managers as requested.
- Performs related work as assigned.

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

Scheduling ATA's, assigning duties, deciding appropriate member participation in activities and acquire any special equipment, devices, transportation, or assistance. Use of various meeting rooms or other space decisions (i.e. storage, office), requisition needs for department and Home members, scheduling activity department meetings, in-service training, and member council meetings.

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

- Collective bargaining issues, departmental interviews for staff hiring, changes to past practice, health or safety concerns, major programmatic changes (activities-time changes-cancellations), Home's Wish-List priorities
- Personal vacation requests
- Attendance at conventions and meetings, representing our Home
- Presentations to the media

**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.**

- Large groups, public speaking, changing deadlines
- Frequent telephone usage
- Computer usage
- Long periods of walking, standing, or sitting
- Moving of activity equipment, tables, chairs, donations (clothing, books, magazines, comfort items), woodshop tools, arts and crafts, and other departmental supplies

**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 E8		ACTIVITIES THERAPY AIDE-E 6
	ACTIVITIES THERAPY AIDE-E 6		ACTIVITIES THERAPY AIDE-E 6
	ACTIVITIES THERAPY AIDE-E 6		RECREATIONAL THERAPIST-E

**Additional Subordinates**

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

<input checked="" type="checkbox"/> Complete and sign service ratings.	<input checked="" type="checkbox"/> Assign work.
<input checked="" type="checkbox"/> Provide formal written counseling.	<input checked="" type="checkbox"/> Approve work.
<input checked="" type="checkbox"/> Approve leave requests.	<input checked="" type="checkbox"/> Review work.
<input checked="" type="checkbox"/> Approve time and attendance.	<input checked="" type="checkbox"/> Provide guidance on work methods.
<input checked="" type="checkbox"/> Orally reprimand.	<input checked="" type="checkbox"/> 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

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

The Activity Therapy Manager coordinates and directs the work of activity therapy aides at the D.J. Jacobetti Home for Veterans in a varied program of activity and recreational therapy. The Activity Therapy Manager is also responsible for designating therapeutic and diversional activities to meet the needs of the Home's population based upon comprehensive individualized assessments.

**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. This position functions as the supervisor and coordinator of all activities performed both by activity therapy aides and volunteers. It includes work assignments both within the facility and a considerable amount of time working in the community

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 occupational therapy, music therapy, art therapy, recreation therapy, physical education, recreation, or rehabilitation.

**EXPERIENCE:**

**Activities Therapy Manager 12**

Three years of professional experience equivalent to an Occupational Therapist, Recreation Therapist, or Music Therapist, including one year equivalent to an Occupational Therapist P11, Recreation Therapist P11, or Music Therapist P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge of current principles and practices of providing therapeutic and diversional programs in the long term care setting
- Ability to communicate effectively with the public, staff, and members
- Knowledge of training and supervisory techniques.
- Ability to instruct, direct, and evaluate employees
- Knowledge of the AFSCME Contract, CDL requirements, and Civil Service Rules and Regulations
- Public speaking skills
- Excellent organizational skills

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Certification as Certified Activity Director required through one of the following accredited organizations - National Council for Therapeutic Recreation Certification (NCTRC), National Certification Council for Activity Professionals (NCCAP), or National Association of Activity Professionals (NAAP).
- Certification Therapeutic Recreation Specialist from NCTRC preferred.

*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.***

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Supervisor

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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.***

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Appointing Authority

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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.***

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Employee

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Date