

## 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 Aide Supv-1	<b>10. Division</b> D.J. JACOBETTI HOME FOR VETERANS
<b>5. Working Title (What the agency calls the position)</b> Activities Therapy Supervisor	<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
<b>14. General Summary of Function/Purpose of Position</b>  The employee serves as a first-line supervisor directing the work of Activities Therapy Aides. As a leader of the Activities Therapy Department at the Michigan Veteran Homes D.J. Jacobetti, this position is responsible for planning, coordinating, and implementation, and evaluation of the facilities therapeutic and recreational programming for our Veteran members.  The incumbent acts with a high degree of independence supervising Activity Therapy Aides, directs daily operations, and ensures the department functions efficiently and effectively while maintaining a structured, engaging, and member centered program.	

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**

Leads the development, implementation, and ongoing oversight of a comprehensive therapeutic activities program designed to meet the individual and collective needs of members within the home.

**Individual tasks related to the duty:**

- Directs the evaluation and continuous improvement of the activity program to ensure alignment with professional standards and best practices.
- Oversees the development of activity programming based on comprehensive member assessments, interests, and psychosocial well being.
- Participates in the MDS (Minimum Data Set) Assessment and member care planning process to ensure that they reflect the individual needs of members.
- Coordinates and oversees scheduling of both in-home and community-based activities.
- Collaborates with the volunteer coordinator to integrate volunteer services into programming and enhance member engagement.
- Determines staffing needs for activities and collaborates with the staffing coordinator to ensure proper nursing coverage when needed.
- Oversees activities operations across multiple areas (units, craft room, wood shop, chapel, rec hall, etc.).

**Duty 2**

**General Summary:**

**Percentage: 35**

Provides direct supervision and operational leadership of Activities Therapy Aides, including workforce planning, performance management, and ensuring the delivery of consistent, high quality programming.

**Individual tasks related to the duty:**

- Directly supervise Activities Therapy Aides, including assigning work, setting priorities, and ensuring completion of assigned duties.
- Develops and manages staff schedules to ensure adequate coverage for programming seven days per week, including evening and holidays.
- Conducts regular department meetings to communicate expectations, provide updates, and address operational needs.
- Oversees availability and appropriate use of supplies and equipment necessary for program delivery.
- Completes performance evaluations and provides ongoing coaching, feedback, and corrective action as needed.
- Participates in recruitment, interviewing, and selection of new staff.
- Ensures adherence to labor relations guidelines, workplace policies, and employment standards.
- Oversees transportation functions, including supervision of drivers and ensuring compliance with applicable regulations.

**Duty 3**

**General Summary:**

**Percentage: 20**

Leads quality assurance program evaluation activities to ensure services are effective, member centered, and aligned with established standards and organizational expectations.

**Individual tasks related to the duty:**

- Develops, implements, and updates departmental policies and procedures to support effective program operations.
- Oversees quality assurance monitoring in the program to ensure goals of the program are met.
- Ensures programming remains responsive to the evolving needs of the member population.
- Reviews feedback from members, families, and staff to identify opportunities for improvement and enhanced satisfaction.
- Represent the department in meetings and communicate program goals and outcomes to internal and external stakeholders.
- Prepares and submits reports to leadership as required.
- Participates in ongoing professional development to maintain licensure and increase knowledge of new activity programming standards.
- Performs additional duties assigned to support departmental and organizational goals.

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

Scheduling and assigning duties of ATA staff, deciding appropriate member participation in activities and acquisition of any special equipment, devices, transportation, or assistance. Use of various meeting rooms or other spaces, requisition needs for the department and members, scheduling 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 interview for staff hiring, changes to past practice, health or safety concerns, major programming changes (cancellations).
- Personal vacation requests.
- Attendance at conferences and meetings representing the 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 computer and telephone usage
- Long periods of walking, standing, sitting
- Moving activities 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 6
	ACTIVITIES THERAPY AIDE-E 6		ACTIVITIES THERAPY AIDE-E 6
	ACTIVITIES THERAPY AIDE-E 6		ACTIVITIES THERAPY AIDE-E 6
	ACTIVITIES THERAPY AIDE-A 9		

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, management developed PD.

23. What are the essential functions of this position?

The employee serves as a first-line supervisor directing the work of Activities Therapy Aides. As a leader of the Activities Therapy Department at the Michigan Veteran Homes D.J. Jacobetti, this position is responsible for planning, coordinating, and implementation, and evaluation of the facilities therapeutic and recreational programming for our Veteran members.

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

N/A - 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:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Activities Therapy Aide Supervisor 10**

Four years of experience equivalent to an Activities Therapy Aide, including two years equivalent to an Activities Therapy Aide E8 or one year equivalent to an Activities Therapy Aide 9.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- 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:**

Must possess or obtain and maintain Activities Director Certified Certificate within 1 year of employment.

Must possess or obtain and maintain a Chauffer's License within 6 months of 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