

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

Position Code 1. ACTHADEEA42R

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-WALTER P.REUTHER PSY HS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Activities Therapy Aide-E	10. Division
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor CLINTON, TRACEY P; ACTIVITIES THERAPY MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work / PM Shift; 80 hours/pay period; rotating days off

14. General Summary of Function/Purpose of Position

Under the guidance of a professional therapist, the Activity Therapy Aide participates in the planning, implementation, and performance of therapeutic activities in the form of recreational, social, physical, vocational groups, unit or centralized PSR, and special programs, holiday programs, and multi-unit parties. The Activity Therapy Aide will engage patients in groups and individually. This position assures that dignity and respect are central in the provision of services. The Activity Therapy Aide communicates with unit staff, Activity Therapy staff, and treatment team members regarding patient needs and behaviors. The Activity Therapy Aide documents observations according to department procedure and hospital policy and attends department and other mandatory meetings as assigned. This position provides opportunities for increased active treatment for patients diagnosed with mental illness, by providing recreational opportunities to engage patients daily, including weekends and evening programming under the supervision of a certified or licensed clinician.

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: 75

Provide therapeutic programming on and off units, on and off grounds and in centralized locations which is designed to help adult patients with mental health diagnoses and developmental disabilities meet their goals and objectives.

Individual tasks related to the duty:

- Documents vocational hours and observations according to Departmental Standards.
- Returns supplies and equipment to designated area after each group.
- Works with Activity Therapist and Vocational Coordinator to implement therapeutic work programs.
- Works with volunteers and interns to help foster an environment of learning at WRPB.
- Provide on-unit, on-grounds and off-grounds/community activities during weekdays, evenings, and weekends.
- Leads patient work crews.
- Maintains a safe environment for patient interaction.
- Follows activity schedule developed in conjunction with certified Activity Therapist.
- Provides activities classified under the following domains: physical, social, creative, leisure, vocational, educational, expressive, wellness.
- Is aware and follows all precautions for each patient i.e., dietary, self-harm, freedom of movement.
- Will provide unit coverage and PSR class coverage as needed.

Duty 2

General Summary:

Percentage: 10

Plan therapeutic programming under the guidance of a certified Activity Therapist. Activities may be provided on and off units, on and off grounds and in centralized locations and are suited to the individual's clinical condition. Activities will be designed to help adult patients with mental health diagnoses and developmental disabilities meet their goals and objectives.

Individual tasks related to the duty:

- Meets with unit Activity Therapist to develop unit activity therapy program.
- Gathers needed supplies and equipment before each activity.
- Completes and turns in Request to Purchase for needed supplies and equipment.
- Assists in preparation and publication of activity schedules.
- Completes documents required for review/approval prior to executing activities i.e., community outings, cooking, pet therapy.
- Provides a variety of groups and activities to address patient interests and functioning levels, as well as promote the expansion of their leisure inventories and abilities.
- Is aware and follows all precautions for each patient i.e., dietary, self-harm, freedom of movement.
- Adds evening multi-unit activities to monthly calendar prior to monthly Activity Therapy staff meetings.
- Will provide unit coverage and PSR class coverage as needed.

Duty 3

General Summary:

Percentage: 6

Follows all policies and department procedures regarding documentation expectations.

Individual tasks related to the duty:

- Be familiar with all forms used by the Activity Therapy Department.
- Observes and records patient behavior and progress towards activity therapy objectives on designated forms specified by the unit Activity Therapist.
- Completes participation records on each patient in attendance within 24 hours to reflect all current information in the treatment note submitted by the Activity Therapist.
- Completes Unusual Incident Reports per policy.
- Initiates written or verbal reports to unit Registered Nurse Manager-1, Activity Therapist, and supervisor regarding medical and/or behavioral issues with patients as appropriate.
- Initiates written reports regarding suspected or observed rights violations per policy.
- Completes group progress notes for PSR classes daily or as scheduled.

Duty 4**General Summary:****Percentage: 5**

Maintains daily communication with patients and co-workers.

Individual tasks related to the duty:

- Reads 24-hour reports and emails daily.
- Reads and familiarizes information from patients' medical record as needed.
- Initiates individual conversations with patients.
- Reports to department secretary any needed repair requests.
- Initiates verbal or written reports to unit Registered Nurse Manager-1, Activity Therapist and supervisor regarding medical and/or behavioral issues with patients as appropriate.
- Meets regularly with unit Activity Therapist regarding Activity Therapy Program.
- Initiates written reports regarding suspected or observed rights violations per policy.
- Attends monthly Activity Therapy department meetings.
- Maintains a cooperative working relationship with coworkers and other staff and communicates interpersonal problems that interfere with patient treatment to supervisor.

Duty 5**General Summary:****Percentage: 3**

Follows all policies, procedures, rules, requirements and documentation as required by the Activity Therapy Department, WRPB Psychiatric Hospital, and State of Michigan Department of Health and Human Services (MDHHS), and federal or private certification agencies.

Individual tasks related to the duty:

- Attend annual training sessions as assigned by the Staff Development Department, DHHS (Security Mentor), and Activity Therapy Department.
- Reviews and implements policies of WRPB Psychiatric Hospital and DHHS.
- Becomes familiar and complies with Activity Therapy Department procedures.
- Seeks guidance from supervisor to clarify any policy/procedure questions.
- Maintains driver's license to operate van for off grounds activities.
- Assists in the maintenance of Activity Therapy storage spaces.
- Assists Activity Therapy Department and WRPB Psychiatric Hospital in meeting and exceeding guidelines and standards set forth by the Centers for Medicare and Medicaid Services and Joint Commission.

Duty 6**General Summary:****Percentage: 1**

Serves on hospital and Activity Therapy Department committees or special projects, as assigned.

Individual tasks related to the duty:

- Attends and participates in educational training opportunities as assigned/approved.
- Participates in training, supervision and leadership of interns and volunteers.
- Serves as a resource for peer learning opportunities and other disciplines.
- Activity Therapy Department special projects, assist in the managing and maintenance of patient Activity Therapy spaces such as the library, arcade, gym, and fitness room, and assistance with large multi-unit events like the Christmas program or holiday dances.
- Hospital committees as assigned by the Assistant Activity Therapy Manager.

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

- Safety protocol for activity.
- Assessing safety throughout the activity.
- Patients' ability to attend activities.
- All decisions affecting patients, co-workers, and ATA.

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

- Work schedule changes.
- Leave approval.
- Decisions to initiate or delete programs.

- Expenditure of State funds.
- Unit Assignment.
- Time management needs.
- Communication to higher levels of supervision within WRPB and to outside agencies.
- Situations that have legal implications and complications.
- Situations which require clarification, or an unusual situation not covered by typical hospital policy.

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.

Physical:

- Work outdoors in hot or cold weather – Daily
- Lifting light to moderate loads – Daily
- Participation in sports/physical activities – Daily
- Medium distance walking – Daily
- Physical management of assaultive patients – Daily

Environmental:

- Exposure to patients who may have infectious diseases and assaultive/self-abusive behaviors – Daily
- Possible exposure to cleaning chemicals and hazardous material – Daily

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

New position.

23. What are the essential functions of this position?

Provide therapeutic activities in the form of recreational, social, physical, vocational groups and individual interaction to people with mental health diagnosis and developmental disabilities in a state psychiatric hospital. Assist professional therapists in planning and implementing a variety of activity treatment programs. Communicate with unit and Activity Therapy staff pertinent information about patient behavior and needs. Attend and participate in meetings and training sessions as required including but not limited to:

1. Active certification in the hospital's identified emergency medical response methods
2. Able to implement the knowledge, skills, and abilities from the hospital's identified emergency medical response methods
3. Active certification in the hospital's identified behavioral crisis response methods
4. Able to implement the knowledge, skills, and abilities from the hospital's identified behavioral crisis response methods

5. Successfully pass hospital core orientation and position specific training skills assessment
6. Successfully pass assigned trainings

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 to provide interdisciplinary treatment milieu for patients diagnosed with a mental health diagnosis in a locked psychiatric hospital. In conjunction with the certified Activity Therapy staff, the Activity Therapy Aide provides direct service to patients by delivering a broad range of therapeutic and recreational programming. The Activity Therapy Aide works in conjunction with the patient and Interdisciplinary Treatment Team to implement the patient's Individual Plan of Service (IPOS). Activity Therapy Aides will be assigned to provide treatment on units; the unit assignments will change as staffing and patient needs change.

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 6

No specific type or amount is required.

Activities Therapy Aide 7

One year of experience equivalent to an Activities Therapy Aide 6.

Activities Therapy Aide E8

Two years of experience equivalent to an Activities Therapy Aide, including one year equivalent to an Activities Therapy Aide 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of therapeutically oriented activities and programs to treat adults with mental illness diagnosis.
- Ability to intervene with difficult to manage patient behavior.
- Ability to plan, implement, and participate in a variety of activities.
- Ability to model appropriate behavior and boundaries for patients.
- Ability to communicate effectively and professionally with Activity Therapists, supervisors, other disciplines, and patients.
- Ability to maintain a safe, nurturing, and healthy environment for patients to promote and foster good mental health.
- Ability to manage time effectively and efficiently for the necessary job responsibilities.
- Knowledge of basic computer skills to assist with the creation of patient schedules, activity posters, participation attendance and documentation in the Electronic Medical Record System.
- 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:

Maintain driver's license for off grounds activities.

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.

None.

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

Felishia Williams

1/26/2026

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