

**State of Michigan
Civil Service Commission**

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

Position Code

1. RECRTHPE

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 MICHIGAN VETERAN HOMES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description RECREATIONAL THERAPIST-E	10. Division DJ Jacobetti Home for Veterans
5. Working Title (What the agency calls the position) Recreational Therapist	11. Section
6. Name and Position Code Description of Direct Supervisor ACTIVITIES THERAPY MANAGER-2	12. Unit Recreation Therapy Department
7. Name and Position Code Description of Second Level Supervisor ; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 FISHER STREET, MARQUETTE, MI / Rotating schedule

14. General Summary of Function/Purpose of Position Under the direction of the Activities Director the recreation therapist is responsible for working with an inter-disciplinary team and activity therapy aides to assess, plan, coordinate, document and implement all therapeutic activities at DJJHV. Every recreation therapist is responsible for meeting the needs and interests of every member while exceeding Federal Veteran Affairs Regulations and striving to meet Centers for Medicare and Medicaid Services (CMS) standards.

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: 80

Develops clinical assessments, care plans and treatment plans while making recommendations for each individual member plan of care and providing daily coordination, organization, and implementation of therapeutic and member center therapeutic programming.

Individual tasks related to the duty:

- Develop activities to provide opportunities for members to experience sensory, spiritual, physical, social, emotional, intellectual choices and personal achievement.
- Assist members to and from activity programs both in the building as well on facility grounds and outings.
- Develop in coordination with the activity therapy staff monthly activity calendars on the unit bulletin boards along with communications of change.
- Collaborate with each activity therapy program staff to maintain up-to-date daily participation notes on each member at the end of their work shift.
- Participate in the homes QAPI (Quality Assurance & Performance Improvement).
- Develop and display thematic/holiday decorations throughout the facility.
- Lend support to ongoing unit programs such as church services, horticulture, music therapy, creative arts, etc.
- Attend and participate in staff meetings, care conferences, behavior management, sub committees, team meetings and in-service programs.
- Maintain equipment and supplies in a neat, organized and safe manner.
- Ensure that each activity calendar meets the needs of the members as well as the requirements of Michigan Department of Public Health Codes, Department of Veterans' Affairs and Federal Regulations, and GRHV policies and procedures.
- Be an active, participating team player of the interdisciplinary team and the department.
- Provide senior companions and/or volunteers training, coaching and mentorship when assigned.
- Contribute professional and clinical therapeutic recommendations to the clinical, interdisciplinary and leadership of the Home.
- Assist in the development of specialty teams such as wounds, falls and behavior modification.

Duty 2

General Summary:

Percentage: 10

Coordinate and/or assist with community outings and events in collaboration with Social Services, Dietary, Nursing and Volunteer Services.

Individual tasks related to the duty:

- Communicate to all members the community outings and event opportunities.
- Maintain a documented log of equal opportunity for everyone to participate along with the activity therapy aide with Interdisciplinary Progress Note (IPN) of the member's behaviors, participation and refusal.
- Accountable for all members safety.
- Responsible for members Activities of Daily Living (ADL) care while on outings including assistance with dressing, toileting and feeding, as well as providing socialization.
- Assist in transporting wheelchair members to events held throughout the facilities while coordinating volunteers to assist.
- Assist all contract teaching services with outings and/or activities upon request.

Duty 3

General Summary:

Percentage: 5

Provide training, education and mentoring of therapeutic recreation services.

Individual tasks related to the duty:

- Develops and trains on any therapeutic related services or research projects assigned.
- Collaborate with activity therapy aides for development and implementation of the members programming daily.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Other tasks as assigned.
- Answering and taking messages for the entire department.
- Prepare documents such as unit and bus schedules, unit calendars, event posters, etc.
- Perform general reception duties, greet visitors, and provide tours of the facility and department when assigned by the manager or director of relations.
- Attend departmental and facility-wide in-service education programs as required.

Keep all storage and office areas clean and organized.

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

Assessment of a member's physical, cognitive, spiritual, social and leisure programming to meet the needs of the member. Researching and developing programming such as the level and type of activities to meet every member's overall needs. Develop member centered approaches and goals to meet individual care plan goals. Planning and implementing specific activities including 1:1's. Assess and assign volunteers to supplement the members need. Assess the appropriateness for community outings for each member and in every case, the quality of life of the member is affected.

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

Major program changes, purchasing, community outings, abuse and neglect.

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.

The following physical effort is required: standing for long periods of time, pushing and lifting heavy objects up to 50 pounds, transferring, toileting, feeding or positioning members, carrying items, pushing large carts, operating wheelchair lift, tying and untying wheelchairs, folding and storing w/c/walkers. Frequently stoops, twists, or bends to reach, move supplies, conduct activity programs, or to hang calendar or decorations. Interacts with hostile, confused or emotionally upset members on a regular basis. Frequently reaches at, above, or below shoulder height. Exposed to various weather-related elements as well as infections fluids (i.e.; feces, urine, saliva, mucus, open wounds). Must be able to work under stressful situations. Work more than 40 hours/week, including weekends and holidays.

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):

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| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 developed PD.

23. What are the essential functions of this position?

Under the direction of the Director of Activities the recreation therapist is responsible for working with an inter-disciplinary team and activity therapy aides to assess, plan, coordinate, document and implement all therapeutic activities at DJJHV. Every recreation therapist is responsible for meeting the needs and interests of every member while exceeding Federal Veteran Affairs Regulations and striving to meet CMS standards in accordance with MVAA and DJJHV policies.

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

This update is to change the Certified Therapeutic Recreation Specialist certification from "preferred" to "required."

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

The Home provides both nursing and domiciliary care for individuals as well as a variety of services. This position is a vital part of the interdisciplinary team in providing therapeutic recreation programs to enhance each member's quality of life. They are one of the four main pillars of care for everyone.

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:

- Knowledge of assessing, developing, implementing, leading and monitoring both high and low functioning therapeutic activities/groups as well as one-to-one treatment programs to meet the individual members' needs and interests.
- Knowledge of principles and practices of recreational therapy.
- Knowledge of appropriate recreational activities to be used for therapeutic treatment of mentally ill, cognitively impaired or physically disabled.
- Knowledge of the operations of the therapeutic recreation program.
- Ability to work various disciplines including the medical physicians regarding member quality of life. Ability to communicate effectively and efficiently always.
- Ability to maintain records, prepare reports and correspondence related to work.
- Ability to maintain favorable public relations.
- Ability to organized and coordinate the work of others.
- Ability to set priorities and assign work to other professionals.
- Must be able to work in adversarial situations with professional behavior.
- Ability to think clinically for person centered and adaptive activities/programs with the knowledge of various ways to adapt crafts, sports, and other recreational activities.
- Must have the ability to follow oral and written instructions, devise work projects, events and clinical documentation that create opportunities to stimulate member's interests, needs and overall wellbeing.
- Must be able to evaluate members' progress, maintain records, document daily on behaviors/participation and or lack of. Must be able to prepare reports, work efficiently on the computer, communicate effectively and maintain favorable public relations always.
- Must have the ability to work professionally and effectively with community, volunteers, family, members and staff.
- Ability to complete all documentation requirements listed in department policy 09-02-D1 in a quality and timely manner (initial assessment, care plan, quarterly and annual notes, documentation of significant changes, behaviors, incidents and IPN notes for each member) in the electronic medical record.

CERTIFICATES, LICENSES, REGISTRATIONS:

Certification Therapeutic Recreation Specialist from NCTRC required

Valid Driver's License

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