State of Michigan
Civil Service Commission

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

Position Code
1. ACTHADEEA39R

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)** Department of Military & Veterans Affairs
4. Civil Service Position Code Description ACTIVITIES THERAPY AIDE-E	**10. Division** D.J. Jacobetti Home for Veterans
5. Working Title (What the agency calls the position) Activities Therapy Aide-E	**11. Section**
6. Name and Position Code Description of Direct Supervisor HESS, MORGAN; ACTIVITIES THERAPY SUPERVISOR-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor VISSER, JODI L; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 425 Fisher St, Marquette, MI 49855 / 0730-1600. Some evenings/rotational weekends.

14. General Summary of Function/Purpose of Position

The purpose of the position is to provide activities for aged and/or disabled residents of a Nursing Unit at the D.J. Jacobetti Home for Veterans with the responsibility of carrying out activities consistent with a multidisciplinary professional plan of care. The employee will participate in the planning, implementation, and performance of therapeutic recreation for disabled residents. The employee’s work focuses on therapeutic recreational programs and diversional activities.

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: 70**

Plan, coordinate, and implement therapeutic recreational activities on a daily basis to meet the individual member needs and interests.

Individual tasks related to the duty:

- Conduct group or 1:1 activity programs and assist members to and from activity programs.
- Assist in the development of a monthly activity calendar, to be posted as directed.
- Complete assessments of members according to their background activity interest, abilities, physical limitations, and needs.
- Maintain up-to-date documentation in member charts on a monthly basis and as needed.
- Develop and display therapeutic/holiday and seasonally appropriate decorations at the Home.
- Lend support to unit programs such as religious services, creativity programs, and other therapeutic activities.
- Attend various meetings such as staff meetings, care conferences, and in-services, as required.
- Maintain equipment and supplies that contribute to activity programming.

Duty 2

General Summary: **Percentage: 15**

Coordinate and assist with outings and events.

Individual tasks related to the duty:

- Assist Nursing Unit members in signing up for activities and trips.
- Notify Nurse Manager of those members who are signed up for trips.
- Account for all members and assures the Home is notified on members leaving the grounds.
- Responsible for members while on outings, including assistance with dressing, feeding, and the provision of socialization.
- Assist members on and off large bus, mini-vans, and other modes of transportation.
- Drive various facility vehicles, to include a large Thomas bus.

Duty 3

General Summary: **Percentage: 10**

Assist in the coordination and implementation of large and small group activities.

Individual tasks related to the duty:

- Facilitates group activities.
- Works on special activities, such as Memorial Day services, Veterans Day services, carnivals, and other holiday activities as assigned by the Nurse Manager who will coordinate with the Activity Program Analyst.
- Assists in transporting members to and from various functions.
- Responsible for other duties appropriate to the position as assigned.

Duty 4

General Summary: **Percentage: 5**

Act as a member of Nursing Unit team and perform general duties as assigned.

Individual tasks related to the duty:

- Answers the telephone and takes messages.
- Prepares documents such as unit and bus schedules, unit calendars, etc…
- Performs general reception duties, greets visitors, and provides tours of the Home.
- Inform supervisor, as needed, of supply or event needs.
- Attends in-service education programs as required.
- Miscellaneous 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.

Approaches to individual care plans. Planning and implementing specific activities.

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

Program changes. Problems with scheduling activities. Budget issues.

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.

Pushing wheelchairs Transferring members (occasional) Computer Usage Exposure to illness from visitors or members (occasional) Exposure to smoke when passing by or entering a designated outdoor smoking area Exposure to various weather related elements (occasional) Moving of tables and chairs

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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?

To provide a wide range of activities for residents at a State Veterans Home.

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

This change is to remove the requirement that new employees obtain a CDL and replace it with a requirement for a Chauffeur’s License. Position is no longer responsible for toileting and this PD has been updated to match other ATA PDs. Toileting has been removed from duty 2's task and now reads "Responsible for members while on outings, including assistance with dressing, feeding, and the provision of socialization".

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 members (residents). 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 member.

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:

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.

CERTIFICATES, LICENSES, REGISTRATIONS:

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.

MEGHAN FORD 2/3/2026

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**