

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

Position Code 1. ACTHADEEA19R

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 ACTIVITIES THERAPY AIDE-E	10. Division GRAND RAPIDS HOME FOR VETERANS
5. Working Title (What the agency calls the position) ACTIVITY THERAPY AIDE	11. Section
6. Name and Position Code Description of Direct Supervisor SMIT, REBECCA; ACTIVITIES THERAPY MANAGER-2	12. Unit ACTIVITY THERAPY DEPARTMENT
7. Name and Position Code Description of Second Level Supervisor MACDONALD, CARLY; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 2950 MONROE AVE NE, GRAND RAPIDS, MI 49505, USA / WEEKLY ROTATING SCHEDULE REPEATING EVERY 6 WEEKS
14. General Summary of Function/Purpose of Position Under the direction of the Activity Therapy Manager, the Activity Therapy Aide is responsible for working with an interdisciplinary team to plan, coordinate, document and implement all therapeutic activities at Michigan Veteran Homes at Grand Rapids. (MVHGR). The Activity Therapy Aide also is responsible for meeting the needs and interests of every member by adhering to Federal, Veteran Affairs and CMS regulations.	

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

Activity Aides will assist in the planning, coordinating, and implementation of therapeutic activity programs on a daily basis to meet the individual members' needs and interests.

Individual tasks related to the duty:

- Participate in developing, implementing, leading and monitoring both high and low functioning groups and one-to-one activity programs to meet the members' needs.
- Develop activities providing opportunity for members to experience sensory input, group interaction, present choice and personal achievement.
- Assist members to and from activity programs both on the unit, as well on facility grounds.
- Develop and distribute monthly activity calendars to the members and post calendars on appropriate unit bulletin boards.
- Complete all documentation requirements listed in department policy in a quality and timely manner (initial assessment, care plan, quarterly notes, and documentation of significant changes or incidents, daily activity attendance records for each member). Maintain up-to-date daily attendance records on each member.
- Develop and display thematic/holiday decorations throughout the facility.
- Lend support to ongoing unit programs such as church services, horticulture, cooking classes, music etc.
- Attend and participate in staff meetings, care conference, team meetings and in-service programs.
- Maintain equipment and supplies in a neat, organized and safe manner.
- Ensure that each unit activity program meets the needs of the members as well as the requirements of Michigan Department of Public Health Codes, CMS regulations, Department of Veterans' Affairs and Federal Regulations, and MVHGR policies and procedures.
- Be an active, participating team player of the interdisciplinary team on floor and within the department.
- Work with volunteers and senior companions on a daily basis for meaningful volunteering and member relationships.
- Serve as a facility liaison to promote positive community support.
- Miscellaneous duties and responsibilities, as assigned.

Duty 2

General Summary:

Percentage: 10

Actively participate as a member of the Activity Therapy team and perform general duties as needed.

Individual tasks related to the duty:

- Answer the telephone for all department extensions and take messages.
- Prepare documents such as unit calendars, event posters, etc.
- Perform general reception duties, greet visitors and provide tours of the facility and department.
- Attend departmental and facility-wide in-service education programs as required.
- Keep all storage and office areas clean and organized.
- Miscellaneous duties and responsibilities, as assigned.

Duty 3

General Summary:

Percentage: 5

Coordinate and direct large groups or community activities.

Individual tasks related to the duty:

- Assist in implementing large group activities throughout the facility and on grounds, as needed.
- Work on special committees, such as Veterans Day Services/Activities and other holiday activities, as assigned by the supervisor.
- Assist in transporting members to functions held throughout the facilities.
- Responsible for other duties appropriate to the position as assigned by the Activities Therapy Manager or designee.

Duty 4

General Summary:

Percentage: 5

Coordinate and or assist with community trips.

Individual tasks related to the duty:

- Assist members in signing up for activities and trips.
- Keep documentation of members' rotation schedule to equalize member trip opportunity.

- Notify charge nurses of those members signed up for trips and obtain their approval.
- Account for all members, at all times, to assure that the facility is aware of members' presence at all times.
- Responsible for members while on outings including dressing, assisting members in/out of vehicles, activity participation and socialization.
- Drive various facility vehicles including but not limited to a wheelchair transit van and facility bus.
- Miscellaneous duties and responsibilities, as assigned.

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

Assessment of member functioning level for programming needs. Unit programming, such as the level and type of activities to meet the resident's needs. Approaches to meet individual care plans. Planning and implementing specific activities.

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

Program changes. Challenges with scheduling activities. Budget issues. Off-facility trips.

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.

Regularly stand for long periods of time and frequently reach at, above, or below shoulder height, stoops, twists, or bends.

Regularly move/transport objects, with some occasionally heavy. Occasionally transfer/tilt members, operate wheelchair lift, tie and untie wheelchairs, fold and store w/c under bus using appropriate equipment and body mechanics. Interact with hostile, confused or emotionally upset members on a regular basis.

Occasional exposure to illness and infectious fluids (i.e.; feces, urine, saliva, mucus, open wounds).

Exposure to weather on occasion.

Regular computer usage.

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?

Management developed PD.

23. What are the essential functions of this position?

To assist in providing an on-going multifaceted, interdisciplinary and diversional activity therapy program to meet all the members' needs and enhance quality of life. To maintain compliance of all Federal Regulations, Veteran Affairs regulations, CMS and Michigan Department of Public Health.

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

This change is to add a requirement to have or obtain a CPR certification within 3 months of employment.

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

The MVHGR provides skilled nursing care and a variety of services to its members' needs and interests. This position is part of the interdisciplinary team in providing therapeutic activities to enhance each member's quality of life on a daily basis.

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; knowledge of various crafts, sports, and other recreational activities; ability to follow oral and written instructions; ability to devise work projects, instruct members and stimulate their interests; ability to evaluate members' progress; ability to maintain records, write care plans, progress notes and prepare reports; ability to communicate effectively; ability to maintain favorable public relations, and the ability to work well with members who may be elderly, have a dementia diagnosis, or may suffer from multiple medical problems.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess or may obtain Chauffeur's license during first 3 months of employment.

Must possess or may obtain CPR certification to provide basic life support in emergency situations while outside of the home within first 3 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.

MARIAN FITZSIMMONS

12/18/2025

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