

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

<b>Position Code</b> 1. RECRTHPEA03R
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## 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> MAJEWSKI, NICOLE E	<b>8. Department/Agency</b> DOC-MACOMB FACILITY
<b>3. Employee Identification Number</b> 1150347	<b>9. Bureau (Institution, Board, or Commission)</b> BUREAU OF HEALTH SERVICES
<b>4. Civil Service Position Code Description</b> RECREATIONAL THERAPIST-E	<b>10. Division</b> MENTAL HEALTH SERVICES
<b>5. Working Title (What the agency calls the position)</b> RECREATIONAL THERAPIST 9-P11	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> WALT-DAVIS, TISHA; MENTAL HEALTH SERVICES MGR-2	<b>12. Unit</b> RTP
<b>7. Name and Position Code Description of Second Level Supervisor</b> STANIFER, DAVID; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 34625 26 MILE RD, NEW HAVEN, MI 48048 / MONDAY THROUGH FRODAY 8:00 AM TO 4:30 PM

**14. General Summary of Function/Purpose of Position**

Provides a full range of activity therapy activities and techniques to meet the developmental needs of mentally ill and/or mentally disabled prisoners, within the specific discipline of recreational therapy. This position requires a person with skills and ability to provide various professional recreational therapy assignments and activities used in the therapeutic treatment of mentally ill/disabled prisoners within the Department of Corrections. This position is a member of an interdisciplinary treatment team assessing the need for devising and interpreting recreational therapy techniques and treatment interventions. The position has the responsibility of case management duties for an assigned group of prisoners.

**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**

Provides recreational therapeutic group and individual activities to mentally ill and/or mentally disabled prisoners that are designed to fit the individual prisoner's physical and mental needs, under the direction of the unit chief and treatment team.

**Individual tasks related to the duty:**

- Plans, conducts, and supervises recreational therapy programs on and off the unit. Such activities may include calisthenics, yoga, board games, various ball games, exercise instruction, arts, and crafts, sewing, painting and cooking, consistent with professional training to improve the mentally ill and or mentally disabled prisoner's level of functioning.
- Evaluates mentally ill and/or mentally disabled prisoners needs by reviewing electronic medical record documentation and observing and evaluating prisoners.
- Maintains necessary materials, equipment, and supplies for the recreational therapy program.
- Documents therapeutic recreational activities and groups on appropriate forms in a timely manner as required by policy, procedure, or at the direction of the unit chief.
- Documents in the EHR appropriately. Utilizes COMS scheduler.

**Duty 2**

**General Summary:**

**Percentage: 10**

Provides case management services to prisoners assigned by the unit chief.

**Individual tasks related to the duty:**

- Completes Activity Therapy Assessments upon intake with a change in level of care as required by policy, procedure, or at the direction of the unit chief.
- Meets with Unit Chief for supervision regarding review of recreational therapy treatment provided, therapist's skills and ability to utilize recreational therapy activities to improve prisoner's level of functioning, and therapist's skills and ability to provide recreational therapy to prisoners.
- Meets every 30 days (minimum) with prisoners assigned for case management to review and coordinate services.
- Assists in the development of treatment plans and develops treatment plan reviews for those prisoners assigned by the unit chief.
- Determine prisoner functioning levels, strengths, weaknesses, and problems that interfere with the prisoner's ability to function in daily activities of living.
- Provide supportive counseling as necessary.
- Design goals, objectives and specific recreational activities and interventions to assist in overcoming or adapting to limitations caused by the mental illness and/or mental disability resulting in rehabilitation of skills needed to function in daily living.
- Responds or reports verbally to the Treatment Team about all evaluations.
- Documents in COMS appropriately. Utilizes COMS scheduler.

**Duty 3**

**General Summary:**

**Percentage: 5**

Serves as a member of the interdisciplinary treatment team and participates or assists in decision-making regarding treatment plan development, treatment plan review and discharge decisions.

**Individual tasks related to the duty:**

- Coordinates recreational therapy interventions for all mentally ill and/or mentally disabled prisoners on Mental Health Services caseload with other team members and case managers.
- Attends and contributes information regarding prisoners' progress at Treatment Team Review meetings.
- Writes Treatment Plan Reviews for those prisoners assigned as case manager and presents at Treatment Team Review meetings.
- Writes progress reports for Treatment Team Review meetings.
- Documents in COMS appropriately. Utilizes COMS scheduler.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned by supervisor or director.

**Individual tasks related to the duty:**

- Completes required annual training.
- Completes additional training as required.
- Assists with preparing and presenting training as required.
- Performs other related duties as requested by MHS Director or Assistant MHS Director, policy, procedure, or Civil Service job description.
- Serves on committees as assigned, appointed, or elected.
- Maintains drug and alcohol-free conditions at work as required by policy and provides necessary test samples when required.
- Maintains the safety and security of the facility.
- Complies with any lawful request from custody authority during mobilizations and other emergencies.
- Maintains credentials and competency in the clinical areas for which s/he is certified/licensed.

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

Identify problems, design recreational therapy treatment to assist in treatment of these problems, provide recreational therapy treatment and evaluate progress as a result of treatment. Prepare treatment plan reviews and care coordination and assist in treatment plan development.

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

The supervisor determines prisoners to be placed on therapist's caseload. The administrative supervisory requirements of leaves, training, assignment to committees or special projects and deviation from established procedures, program descriptions or established and accepted treatment modalities require supervisor approval.

**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.**

Requires walking across prison yards and climbing stairs. Hazards include working in a prison environment with convicted felons who are mentally ill and/or mentally disabled, evaluating these prisoners in agitated states with potential for assaultive and abusive behavior, and in an environment of restrictions, at times, excessive noise, and occasionally a lack of adequate heating and cooling mechanisms. This position may require an employee to stand for long periods of time and to direct and participate in recreational activities with prisoners.

**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. |

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 full range of professional recreational therapy services and case management services to increase the prisoner's level of functioning and alleviate symptoms or help adapt to their disability as part of an interdisciplinary treatment approach.

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

NO SIGNIFICANT CHANGES

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 the provision of mental health services to mentally ill and/or mentally disabled prisoners within the Michigan Department of Corrections. This position fits into this function by completing an interdisciplinary approach to mental health treatment with other qualified mental health professionals and providing expertise in the provision of recreational therapy services and development of recreational therapy programs

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:**

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 the principles and practices of recreational therapy.

Knowledge of the various appropriate recreational activities used for the therapeutic treatment of mentally ill and/or mentally disabled prisoners.

Knowledge of the equipment used in recreational therapy work.

Knowledge of the operations of a therapeutic recreational program in a facility.

Ability to assess the effectiveness of a therapeutic recreational program.

Ability to work with other staff on the treatment team.

Ability to get along with and to gain the cooperation of the prisoners/patients.

Ability to carry out detailed instructions.

Ability to work with professional and other personnel in the area of work being done.

Ability to maintain electronic records, prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

NONE

*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.

***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.***

NICOLE MAJEWSKI

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date