

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

Position Code

1. RECRTHPEA44R

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
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospital Administration
4. Civil Service Position Code Description Recreational Therapist-E	10. Division WRPH-Child and Adolescent Services
5. Working Title (What the agency calls the position) Recreational Therapist	11. Section Clinical Therapy
6. Name and Position Code Description of Direct Supervisor Peggy Caudell; Activities Therapy Manager	12. Unit
7. Name and Position Code Description of Second Level Supervisor Mary Solky, Senior Executive Hospital Director	13. Work Location (City and Address)/Hours of Work 30901 Palmer Rd. Westland MI 48186 / Monday – Friday, 1 weekend a month 11:00 am – 7:30 pm

14. General Summary of Function/Purpose of Position

To provide developmentally appropriate patient programming using the principles and practices of the Recreational Therapy profession in the development and enhancement of functional skills and abilities. Based on an assessment of patient needs, the therapist utilizes a variety of therapeutically oriented tasks and activities to promote the acquisition of knowledge, skills and attitudes that enhance physical and emotional well-being. The therapist provides programming that promotes active patient participation and presents opportunities for patients to engage in a variety of constructive activities that allow them to engage in both fine and gross motor activities, explore leisure interests, develop knowledge and skill in various leisure/recreational pursuits and practice social skills needed for productive and satisfying interactions with others.

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: 55

Provides recreational therapy for patient treatment; develops and establishes recreational programs.

Individual tasks related to the duty:

- Implements interventions in accordance with the individual plan of service and modifies these plans as necessary to further therapeutic goals.
- Develops and conducts recreational therapy groups on/off the unit, on grounds and in the community.
- Develops and conducts specific types of groups to meet the needs of each living area/patient population.
- Provides therapeutic, goal directed groups and activities to enhance patient's knowledge and skills related to psychosocial functioning.
- Organizes and conducts community outings.
- Contributes to the planning of special hospital-wide patient events and activities and carries out all related tasks.
- Develops schedules for activities that can be led by direct care staff.
- Takes actions needed to avoid patient exposure to hazardous or potentially hazardous situations.
- Provides intervention as needed to assist the patient in managing his/her behavior.
- Interacts with all patients in a manner that communicates dignity and respect.

Duty 2

General Summary:

Percentage: 15

Serves as a member of the treatment team on the unit(s) to which he/she is assigned.

Individual tasks related to the duty:

- Attends treatment planning meetings when possible.
- Provides information to assist in the development/review of patient treatment plans and as part of hospital case conferences as assigned.
- Confers with treatment team members at IPOS meetings to discuss the problem/needs of the patient, plan treatment goals and identify treatment interventions.
- Confers with the treatment team to address emergent patient issues for patients on one's assigned caseload when warranted.

Duty 3

General Summary:

Percentage: 10

Completes patient assessments.

Individual tasks related to the duty:

- Completes assessments in accordance with hospital timelines and departmental procedures.
- Utilizes results of the assessment to identify strengths and skill deficits and formulates a recommended Activity Therapy intervention plan that includes a psychosocial problem, corresponding long and measurable short-term goals.
- Conducts formal and informal reassessment of patient status to evaluate progress towards treatment goals and the effectiveness of the Activity Therapy intervention plan.
- Revises the Activity Therapy intervention as necessary based on the reassessment of patient progress

Duty 4

General Summary:

Percentage: 10

Coordinates staff wellness and engagement activities.

Individual tasks related to the duty:

- Attends and/or facilitates the Hawthorn Center wellness committee meetings
- Coordinates community-based enrichment activities that can be brought to the hospital for staff and patient engagement.
- Coordinates staff resources and activities to promote wellness and decrease stress/burnout
- Develops a schedule of activities for staff and patient engagement.
- Contributes to the major conference schedule as needed.

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

Communicates patient related information and clinical data.

Individual tasks related to the duty:

- Documents the findings of patient assessments in the EMR in accordance with established timeframes and procedures.
- Documents information in the Group Progress Note in the EMR for every patient attending one's assigned groups
- Documents information on the applicable progress note template in the EMR for patients who are assigned to one's caseload within the stipulated timeframes.
- Presents clinical findings to the treatment team, verbally and in written form and participates in the development and review of the individual plan of service.

Duty 6**General Summary:****Percentage: 5**

Performs other related essential and non-essential functions as required.

Individual tasks related to the duty:

- Fulfills all requirements set forth by the National Council for Therapeutic Recreation Certification and submits evidence of current licensure.
- Upholds the principles and practices of the Recreational Therapy profession
- Attends all in-service/training programs as assigned and satisfactorily completes course requirements.
- Attends and participated in scheduled department meetings
- Maintains treatment and office areas in a safe and organized manner.
- Maintains records and completes reports as required within the department.
- Participates in hospital/departmental workgroups and committees as assigned.
- Performs other related work assignments in keeping with the classification.

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

- Making recommendations regarding activity therapy treatment interventions for a patient.
- Use of treatment strategies, approaches, modalities in the provision of Recreational Therapy services to patients.
- Conferring with a treatment team member(s) regarding a patient.
- Intervening to assist a patient in managing his/her behavior

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

- Interpretation of a new or revised policy and/or procedure
- The ordering of supplies and materials
- The handling of a conflict with a member of the treatment team or another staff
- Development and scheduling of new therapeutic groups
- Work schedule changes
- Leave 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.

- Alternate between sitting, standing, and walking throughout the work shift
- Work outdoors in hot or cold weather
- Participation in sports/physical activities
- Transport supplies and materials of varying weights and for varying distances numerous times throughout the day
- Work around or directly with others 90% of the time
- Work a minimum of an 8-hour shift.
- Required to interact with individuals daily, who demonstrate acute behaviors such as aggression or self-harm. May need to physically intervene with patients.
- Potential of being exposed to various types of infectious disease.

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?

Yes.

23. What are the essential functions of this position?

Patient assessment

Group therapy

Creating developmentally appropriate activity schedules and assisting direct care staff

Communicating patient related information and clinical data

Serving as a member of the interdisciplinary treatment team

Ability to work a flexible schedule based on patient and programmatic needs

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 psychology department coordinates psychotherapy, occupational therapy, behavioral treatment, speech and language services, and activity and recreational therapy. Recreational therapists work under the supervision of the Director of Clinical Therapy services and in close collaboration with the Nursing Department. This position is responsible for providing opportunities for patients to engage in a variety of social/recreational activities and to practice / reinforce psychosocial skills they have learned in other treatment groups through participation in activities conducted on the units and on a centralized, hospital-wide basis. The position will also support active programming for patients throughout the hospital and promote well-being amongst the staff.

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:

As listed on the Civil Service job specification. In addition:

- Knowledge of the principles and practices of Recreational Therapy.
- The treatment planning process and assessment methods and techniques.
- Ability to assess patients and utilize the findings to identify patient needs and strengths.
- Ability to formulate a discipline specific plan of service based on assessment findings.
- Ability to write behavioral specific problem statements, long and short-term goals
- Ability to make clinical observations and use the information in the treatment planning and review process
- Objectively communicate clinical information verbally and in writing.
- Establish therapeutic relationships with patients.
- Work tactfully and diplomatically with patients and staff.
- 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:**

Current certification by the National Council for Therapeutic Recreation Certification, preferred.

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.

PATTI GLENN

11/29/2021

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