

**State of Michigan
Civil Service Commission**

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

Position Code

1. ACTHADEE

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-HAWTHORN CTR NORTHVILLE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals and Centers
4. Civil Service Position Code Description Activities Therapy Aide-E	10. Division WRPH-Child and Adolescent Services
5. Working Title (What the agency calls the position) Activity Therapy Aide (ATA)	11. Section
6. Name and Position Code Description of Direct Supervisor CAUDELL, PEGGY; ACTIVITIES THERAPY MANAGER-2	12. Unit Psychology
7. Name and Position Code Description of Second Level Supervisor SOLKY, MARY C; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 30901 Palmer Rd Westland MI 48186 / M-F 12-8:30pm & every 3rd weekend S-S 9am-5:30pm

14. General Summary of Function/Purpose of Position

Under the guidance of a professional therapist, the Activity Therapy Aide participates in the planning, implementation and performance of therapeutic activities in the form of recreational, social and physical groups and Special Events. The Activity Therapy Aide will engage patients with psychiatric diagnosis and developmental disabilities in groups and individually at Walter Reuther Psychiatric Hospital. This position assures that dignity and respect are central in the provision of services. The Activity Therapy Aide communicates with unit staff, Activity Therapy staff, and treatment team members regarding patient needs and behaviors. The Activity Therapy Aide documents observations according to department procedure and hospital policy and attends department and other mandatory meetings as assigned. This is a test designated position subject to random drug and alcohol testing.

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**

Provide therapeutic programming on and off units, on and off grounds and in centralized locations which is designed to help child and adolescent patients with mental health diagnoses and developmental disabilities meet their goals and objectives.

Individual tasks related to the duty:

- Returns supplies and equipment to designated area after each group.
- Provide on-unit, on-grounds and off-grounds/community activities as assigned.
- Provide therapeutic de-escalation and maintain a safe environment for patient interaction.
- Follows activity schedule developed in conjunction with CTRS.
- Provides activities classified under the following domains: physical, social, creative, leisure, expressive and wellness.
- Is aware and follows all precautions for each patient i.e. dietary, self-harm, freedom of movement.
- Under the guidance of the CTRS, provides modified programming to meet specific patient needs.
- Provides on-unit individual and/or small group evening activities to promote quiet leisure engagement.
- Assists with Special Events as assigned.
- Initiate therapeutic conversations with patients to promote prosocial skills and foster rapport.

Duty 2**General Summary:****Percentage: 10**

Plan therapeutic programming under the guidance of a CTRS, Certified Therapeutic Recreation Specialist. Activities may be provided on and off units, on and off grounds and in centralized locations and are suited to the individual's clinical condition. Activities will be designed to help child and adolescent patients with mental health diagnoses and developmental disabilities meet their goals and objectives.

Individual tasks related to the duty:

- Meets with Activity Therapist to develop activity therapy program.
- Gathers needed supplies and equipment before each activity.
- Assists in preparation and publication of activity schedules and Special Events.
- Assists in the planning and development of various groups and activities to address patient interests and functioning levels, as well as promote the expansion of their leisure interests and abilities.
- Attends daily safety report and follows all precautions for each patient i.e. dietary, self-harm, freedom of movement.
- Reads emails daily.
- Reads and familiarizes information from patients' medical record as needed.

Duty 3**General Summary:****Percentage: 5**

Follows all policies and department procedures regarding documentation expectations.

Individual tasks related to the duty:

- Be familiar with all forms used by the Activity Therapy Department.
- Observes and records patient behavior and progress towards activity therapy objectives on designated forms specified by the CTRS.
- Completes participation records on each patient in attendance within 24 hours to reflect all current information in the treatment note submitted by the CTRS.
- Initiates written or verbal reports to unit Registered Nurse, CTRS and supervisor regarding medical and/or behavioral issues with patients as appropriate.
- Initiates written reports regarding suspected or observed rights violations per policy.

Duty 4**General Summary:****Percentage: 5**

Follows all policies, procedures, rules, requirements and documentation as required by the Activity Therapy Department, Walter Reuther Psychiatric Hospital, and State of Michigan Department of Health and Human Services (DHHS), and federal or private certification agencies.

Individual tasks related to the duty:

- Attends annual training sessions as assigned by MDHHS and Activity Therapy Department.
- Reviews and implements policies of Walter Reuther Psychiatric Hospital and MDHHS.
- Becomes familiar and complies with Activity Therapy Department procedures.
- Seeks guidance from supervisor to clarify any policy/procedure questions.
- Maintains driver's license to operate van for off grounds activities.
- Assists in the maintenance of Activity Therapy storage spaces.
- Assists Activity Therapy Department and Walter Reuther Psychiatric Hospital in meeting and exceeding guidelines and standards set forth by the Joint Commission.
- Maintains a cooperative working relationship with coworkers and communicates interpersonal problems that interfere with patient treatment to supervisor.

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

- Safety protocol for activity.
- Assessing safety throughout the activity.
- Initiate conversation with Nursing regarding safety and patients' ability to attend activities.

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

- Work schedules
- Leave approval
- Decisions to initiate or delete programs
- Expenditures of State funds
- Unit Assignments
- Time management needs
- Communication within higher level of Supervision within WRPB and to outside agencies
- Situations that have legal implications and complications
- Situations that require clarification
- An unusual situation not covered by typical hospital policy

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.

- Work outdoors in hot or cold weather – Daily
- Lifting light to moderate loads – Daily
- Participation in sports/physical activities – Daily
- Medium distance walking – Daily
- Physical management of assaultive patients – Daily

Environmental:

- Exposure to patients who may have infectious diseases and assaultive/self-abusive behaviors – Daily
- Possible exposure to cleaning chemicals and hazardous material – Daily

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):

- | | |
|---|--|
| ☐ 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?

Yes

23. What are the essential functions of this position?

Provide therapeutic activities in the form of recreational, social, physical groups and individual interaction to people with mental health diagnosis and developmental disabilities in a state psychiatric hospital. Assist professional therapists in planning and implementing a variety of activity treatment programs. Communicate with unit and Activity Therapy staff pertinent information about patient behavior and needs. Attend and participate in meetings and training sessions as required including but not limited to:

1. Active certification in the hospital's identified emergency medical response methods
2. Able to implement the knowledge, skills, and abilities from the hospital's identified emergency medical response methods
3. Active certification in the hospital's identified behavioral crisis response methods
4. Able to implement the knowledge, skills, and abilities from the hospital's identified behavioral crisis response methods
5. Successfully pass hospital core orientation and position specific training skills assessment
6. Successfully pass assigned trainings

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 function of the work area is to provide interdisciplinary treatment milieu for patients diagnosed with a mental health diagnosis in a secure psychiatric hospital. In conjunction with the certified Activity Therapy staff, the Activity Therapy Aide provides direct service to patients by delivering a broad range of therapeutic and recreational programming. The Activity Therapy Aide works in conjunction with the patient and Interdisciplinary Treatment Team to implement the patient's Individual Plan of Service (IPOS).

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. Associates degree preferred with course completion in early childhood education, psychology, and/or social work.

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:

- Able to treat children and adolescents with mental health diagnosis and all staff with dignity and respect.
- Able to intervene in difficult to manage patient behavior.
- Ability to plan, implement, and participate in a variety of activities.
- Able to model appropriate behavior and boundaries for patients.
- Able to communicate effectively and professionally with CTRS, supervisor, other disciplines, and patients.
- Able to maintain a safe, nurturing, and healthy environment for patients to promote and foster good mental health.
- Able to effectively and efficiently manage time with necessary job responsibilities.
- Possess basic computer skills to assist with documentation in the Electronic Medical Record.

CERTIFICATES, LICENSES, REGISTRATIONS:

Maintain a valid/unrestricted driver's license for off grounds activities.

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.

FELISHIA WILLIAMS

Appointing Authority

9/13/2024

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