

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

Position Code

1.

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-CARO CENTER
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals & Forensic Mental Health Centers
4. Civil Service Position Code Description RECREATIONAL THERAPIST-E	10. Division
5. Working Title (What the agency calls the position) Recreational Therapist	11. Section
6. Name and Position Code Description of Direct Supervisor PATEN, AMY; CLINICAL SOCIAL WORK MGR-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor LASKOWSKI, ROSE A; SENIOR EXEC PSYCH DIRECTOR	13. Work Location (City and Address)/Hours of Work 2040 Chambers Rd., Caro, MI 48723 / 8:00 a.m. to 4:30 p.m. days vary

14. General Summary of Function/Purpose of Position

Participate in planning, coordinating, and directing the implementation of therapeutic groups and/or individual treatment as defined in each patients Person Center Plan of Service. Conduct Recreation Therapy assessments, identify treatment goals/interventions, administer treatment, and document patient response to treatment and progress related to activity therapy goals for each patient assigned to the case load. Participate as an active member of the interdisciplinary team for assigned unit(s) and perform fully the scope of duties of a Treatment Coordinator as assigned.

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: 40

Develop, coordinate, and direct Recreation Therapy activities for the assigned unit(s).

Individual tasks related to the duty:

- Develop recreational treatment interventions based upon assessed needs of individual patients.
- Schedule and conduct therapeutic groups and individual treatments fitted to patients' physical and mental needs according to hospital standards and expectations, incorporating evenings and weekends.
- Work directly with activity therapy aide staff and nursing staff to implement the individual plan of service defined for each patient.
- Adapt competitive games and other organized recreational activities to patients' needs and abilities, ensuring age appropriateness.
- Inform activity therapy aide staff, nursing staff and patients of upcoming social/recreational events occurring at the hospital or within the community.
- Assist staff and patients in making necessary arrangements for attendance at community events when needed.
- Provide training to staff and patients on safe and appropriate usage of leisure/recreational equipment.
- Requisition and maintain supplies and equipment of the profession for the assigned unit(s).
- Inspect activity equipment regularly for safe usage and proper storage.
- Ensure all recreational equipment is being used in a manner intended.

Duty 2

General Summary:

Percentage: 20

Perform clinical and interdisciplinary team member responsibilities.

Individual tasks related to the duty:

- Conduct Recreation Therapy assessments in accordance with established clinical standards.
- Participate as a member of the interdisciplinary team for the assigned unit(s) in relevant aspects of the Individual Plan of Service (IPOS).
- Based on the clinical assessment, submit recommendations for goals and modalities/interventions for inclusion into the patients' completed IPOS.
- Coordinate the treatment goals with treatment provided by other interdisciplinary team members.
- Reassess the patient at least annually, when the patient transfers from one unit to another, or when a significant change occurs in the individual's condition, in accordance with established clinical standards.
- Document patient responses to treatment and progress related to activity therapy goals in accordance with established clinical standards and hospital policy.

Duty 3

General Summary:

Percentage: 5

Perform fully the scope of duties of a Treatment Coordinator as assigned.

Individual tasks related to the duty:

- Prior to the initial IPOS meeting and each annual review, meet with the patient and complete the "Pre-Planning Meeting for IPOS Development" form.
- Coordinate the Person Center Plan of Service process for assigned patients. · Collect IPOS entries/revisions presented at the team meeting.
- Compile all IPOS entries/revisions and submit all materials to appropriate clerical personnel for typing.
- Confer with interdisciplinary team members when treatment progress or changes indicates a IPOS revision.
- Prior to each Psycho Social Rehabilitation cycle, meet with assigned patients for selection of groups for the new cycle.
- Submit group requests with applicable goals to the designated PSR team members.
- Insure that PSR goals, and goal revisions, are incorporated into the patients' plan of service.
- Insure that the necessary paperwork is completed for group transfer requests during the cycle, and that the requests are forwarded to the designated PSR team member.

Duty 4

General Summary:

Percentage: 30

Perform fully the scope of duties of a Psycho-Social Rehabilitation group leader.

Individual tasks related to the duty:

- Organize and implement assigned PSR groups as part of the PM-Psycho Social Rehabilitation program.
- Record and maintain all attendance, program delivery, and patient progress documentation in accordance with hospital and program expectations.

- Search for materials and resources to enhance assigned groups and overall program delivery.

Duty 5

General Summary:

Percentage: 5

Perform related work appropriate to the classification.

Individual tasks related to the duty:

- Utilize computers as applicable in performance of assigned duties. Assist in providing and maintaining a student training program in the field of Recreation Therapy as assigned.
- Participate in the in-service training of other hospital personnel as needed.
- Work with community recreation resources to develop recreational opportunities for patients. Participate on Functional Teams and committees for the hospital as needed.
- Assist other activity therapy staff in conducting social/recreational activities/events hospital wide.

wide.

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

Decisions involving the coordination of activities for the assigned unit, treatment goals/objectives, adaption or interpretation of established guidelines or procedures, and carrying out assignments that have a significant impact in the service program. All direct care staff and patients at the unit may be affected.

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

Decisions which may lead to major program modifications that can also affect other treatment units, or create a need for policy revisions.

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.

Typical physical effort involved in recreational activities such as standing, sitting, stooping, bending, kneeling, crouching, reaching, throwing, kicking, lifting, carrying, running, and walking. Exposed to outside elements.

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?

Updated position description 4/21

23. What are the essential functions of this position?

Develop, coordinate, and direct Recreation Therapy activities for the assigned unit(s), performing individual tasks as outlined in "Duty 1". Perform clinical and interdisciplinary team member responsibilities as outlined in "Duty 2". Perform fully the scope of duties of a Treatment Coordinator and Psycho Social Rehabilitation group leader as outlined in "Duty's 3 & 4". Utilize computers as applicable in performance of job duties.

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

Duties as described in 1-4

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 therapeutic recreational activity services to all patients within the hospital. Professional staff use their knowledge to assist in the design and construction of individualized program treatment goals and objectives; direct patient participation in activities by selecting modes of therapy to restore, reinforce and enhance performance, facilitate learning and development of those skills and functions essential for performance on a scale within the individual's range of abilities and experiences; and promote and maintain health and support the total growth of the individual. Serves as Treatment Coordinator as assigned.

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:

Knowledge of the principles, practices, and equipment used in recreational therapy. Knowledge of mental illness and developmental disabilities. Knowledge of training techniques. Ability to maintain records and prepare reports. Ability to organize, coordinate, and direct program implementation and determine work priorities. Good written and verbal communication; ability to work with aggressive, dysfunctional patients. Demonstrated understanding of the age-specific characteristics and treatment issues of assigned population, i.e., young adult (18-39), middle age adult (40-64), older adult (65-80), and geriatric (80+). Knowledge of forensic related issues, security related matters, and channels of communication. Knowledge of and ability to implement confrontation avoidance techniques. Knowledge of infection control. Ability to serve as a Treatment Coordinator.

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:**

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 concur with above information.

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.

Employee

Date