

CLASS TITLE: SUPERVISING ACTIVITIES THERAPIST

Class Code: 02802600

Pay Grade: 24A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, assign, supervise and review the work of a staff engaged in performing activities therapy treatment procedures for patients/clients in a large state hospital or mental health institution; to administer activities therapy treatments; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of initiative; treatment procedures and activities therapy techniques are subject to review by appropriate health care personnel; work is reviewed through reports and observations by superiors.

SUPERVISION EXERCISED: Assigns work and supervises activities therapists and other staff assistants; instructs in methods to be used and reviews the work in process and upon completion for results obtained.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, assign, organize, supervise and review the work of a staff engaged in performing activities therapy treatment procedures for patients/clients in a large state hospital or mental health institution.

To be responsible for the evaluation, improvement and analysis of activity therapy methods and techniques, personnel practices and professional standards necessary for the efficient administration of an activity therapy program.

To assign and supervise the work of activities therapists, therapy aides and other staff assistants administering therapeutic procedures.

To establish and maintain a working relationship with activity directors in community agencies to assist in appropriate discharge planning for patients/clients.

To provide activities therapy treatments and evaluations as necessary.

To be responsible for the maintenance of accurate records related to activities therapy evaluation and treatment.

To assist a superior in planning new therapeutic activities and their implementation.

To coordinate activities therapy programs with other established programs (such as occupational, physical and speech therapy).

To direct activities therapy staff meetings to convey policy decisions and procedural plans.

To plan and arrange department inventory control procedures by reviewing need for supplies and services.

To gather and analyze information related to therapy staff disagreement and attempt to resolve problem issues within the activities therapy department among personnel.

To prepare special and recurring reports to a superior relative to the program.

To examine workloads by reviewing procedures, assigning work and/or changing work assignments.

To be responsible for planning, organizing and coordinating community trips for hospital patients/clients.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, methods and techniques of activity therapy; a thorough knowledge of administrative principles and practices related to providing activity therapy services for the disabled or handicapped in an institutional setting; the ability to supervise activities therapy staff and others in the performance of direct services; the ability to assist with organization of work schedules; the ability to supervise staff meetings; the ability to appraise performance of activities therapy staff; the ability to maintain effective working relationships with superiors, subordinates, health care providers and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in a Social Science; and

Experience: Such as may have been gained through: considerable employment as an activities therapist in a private or public hospital, rehabilitation center, community agency or institution.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 15, 1984

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