

**CLASS TITLE: SUPERVISOR OF THERAPEUTIC ACTIVITIES**

**Class Code: 02801500**  
**Pay Grade: 27A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** At a large state hospital, to assist an administrative official by performing varied and complex tasks related to the provision of a wide range of therapeutic activities including supervision of staff, coordination of services, compliance with policies and standards; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of an administrator or superior with considerable latitude for the exercise of initiative, treatment procedures and activities related to the provision, coordination, supervision, and monitoring of therapeutic activities; work is subject to review by a superior through discussion, observation, written reports, and utilization of quality assurance procedures.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises, and reviews the work of hospital subordinates and selected contract employees engaged in the provision of therapeutic activities.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

At a large state hospital, to assist an administrative official or superior by performing complex tasks involved in delivering, coordinating, and monitoring a system of therapeutic activities and programs.

To assure, as assigned, compliance with Joint Committee on Accreditation of Health Care Organization standards and requirements within the area of therapeutic activities.

To be responsible, as assigned, for supervision and integration of programs and services related the provision of therapeutic activities.

To report, as assigned, on the progress and status of programs and services within the therapeutic activity system.

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

To plan, assign, organize, supervise and review the work of a staff engaged in performing activity therapy treatment procedures.

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 Senior Group Workers, Technical Staff Assistants, Group Workers, Therapy Aides, Recreational Leaders, contract employees and other staff administering therapeutic Activities.

To establish and maintain a working relationship with community agencies.

To coordinate activity therapy programs with related programs and with other established programs within the hospital.

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 department among personnel.

To prepare special and reoccurring reports to a superior relative to areas of responsibility.

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.

To provide direct service to patients as required.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, methods, and techniques of therapeutic activity; a thorough knowledge of administrative principles and practices related to providing therapeutic activity services for the disabled or handicapped in an institutional setting; the ability to supervise therapeutic activity 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 therapeutic activity 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 human service field; and

Experience: Such as may have been gained through: considerable employment in the area of therapeutic activity 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.

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