

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ACTIVITY PROGRAM AIDE I

POSITION CODE: 00151
Effective: 2-1-76

DISTINGUISHING FEATURES OF WORK:

Under direct supervision of professional therapists, or higher level therapy aides when assigned, assists in carrying out the Activity Therapy Program Services in a state hospital or other institutions; leads children, adolescents or adults in appropriate activities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists professional personnel and higher level therapy aides in carrying out planned activities.
2. Assists in planning daily activities.
3. Leads and provides general assistance to patients or residents participating as a group in Activity Therapy Programs.
4. Assists at large group social activities, parties, dances, entertainment and special events.
5. Escorts patients to and from activity areas observing safety precautions and assists in providing for the personal needs and control of patients or residents while in the activity area.
6. Escorts patients or residents to library, instructs them in proper conduct while they are utilizing library facilities and assists them in choosing reading matter.
7. Assists in the observation of patients or residents and informs supervisor of significant changes in their behavior, reactions or progress.
8. Prepares materials and makes appropriate preparations for activities when assigned.

ACTIVITY PROGRAM AIDE I (Continued)

9. Assists in the care and maintenance of supplies, equipment and facilities.
10. Keeps simple attendance records.
11. Attends lectures, and participates in activities of in-service training classes and institutes.
12. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires no directly related experience.

Knowledges, Skills and Abilities

Requires the ability to assimilate and learn skills associated with recreation, occupational or industrial therapy and their applications to patient activities.

Requires the ability to establish support with patients and to stimulate participation in programs.

Requires the ability to compensate with patients and to comprehend patients' problems and needs.

Requires the ability to follow oral and/or written instructions.

Requires the ability to observe behavior and prepare concise reports of patients actions.