

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ACTIVITY PROGRAM AIDE II

POSITION CODE: 00152
Effective: 2-1-76

DISTINGUISHING FEATURES OF WORK:

Under general supervision of professional therapists, plans and carries out a part of the Activity Therapy Program Services in a state hospital or other institution; leads and instructs children, adolescents or adults in appropriate activities; assists with the selection of individuals for industrial assignments; assists in the orientation of new aides and volunteers.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Submits planned activities to supervisor for approval and independently leads, guides or instructs patients or residents in specific activities, or assumes responsibility for a ward activity program.
2. Plans and supervises special group activities, parties and special events, encouraging individual interest and participation.
3. Supervises Activity Program Aides I when assigned to assist in the instruction of activities.
4. Observes behavior, reactions and progress of individuals and informs supervisor of significant changes.
5. Carries out special projects as assigned; may instruct patients or residents on an individual basis.
6. May escorts patients or residents to and from activity areas observing safety precautions and assumes responsibility for personal needs and control of patients while in the activity area.
7. May assist in supervising and training volunteers.

ACTIVITY PROGRAM AIDE II (Continued)

8. Assumes responsibility for preparing activity area, equipment and supplies for the daily program and special events.
9. Exercises responsibility for keeping supplies and equipment in order; makes minor equipment adjustments and repairs.
10. Attends lectures, and participates in activities of in-service training classes and institutes; may assist with instruction of in-service training classes.
11. Maintains activity records and prepares reports as requested.
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 one year of experience in the field of activity program service.

Knowledges, Skills and Abilities

Requires working knowledge of institution policies, procedures and regulations.

Requires working knowledge of the principles of care, treatment and supervision of patients.

Requires working knowledge of the basic techniques, skills and principles of the assigned activity and ability to apply them appropriately to meet the needs of individuals or groups.

Requires the ability to instruct and direct individual or small group activities and maintain patient interest and participation in the activities.

Requires ability to function effectively with minimal supervision.

Requires ability to make minor repairs and adjustments to equipment in the work specialty.

Requires ability to observe patient behavior and/or reactions and report such behavior and/or reactions.