

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ACTIVITY THERAPIST SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>	<u>EFFECTIVE DATE</u>
ACTIVITY THERAPIST	00157	06-01-15
ACTIVITY THERAPIST COORDINATOR	00160	06-01-15
ACTIVITY THERAPIST SUPERVISOR	00163	10-01-02

SERIES DISCUSSION:

Activity Therapists provide mental, physical and expressive therapeutic interventions for people who are mentally, or physically ill, developmentally disabled and/or socially handicapped. Whether administered in an institution or a community facility or in the home of a recipient, activity therapy may be used as a preventive measure, to aid in recovery from mental and/or physical illness, or to aid in the growth and development of the developmentally disabled and/or socially handicapped.

The use of recreational therapy and the creative arts therapies, i.e., music therapy, art therapy, dance therapy and/or drama therapy, while distinct in their theories and practices, complement each other to form the activity therapy service. It is the philosophy of activity therapy services to enable each individual to learn more about himself through participation in a variety of therapy opportunities. These treatment modalities assist individuals in the rehabilitation and habilitation process by enabling them to gain insight into their feelings and emotional responses. This leads to individual growth, which in turn leads to the development of a positive lifestyle. Furthermore, activity therapy is a holistic approach incorporating a bio-psychosocial framework to intervene in the cognitive, behavioral, social, emotional and physical realms. Constructive use of free time or unobligated time is a particular focus of recreational therapy.

Activity therapy employs experiential or active participatory media in the processes of both therapy and education. Group, individual and family experiences utilize recreation, music, art, dance and/or drama to gain insight into feelings and emotional responses, teach cognitive, motor and daily living skills, decrease agitation, and encourage self-expression, communication and socialization. The type of activity and degree of participation is also important; activities may require active or passive participation, as indicated by the recipient's needs. Such activity therapy decisions may contribute to or detract from the individual's progress.

SERIES DISCUSSION (Continued):

One of the keys to properly classifying positions in this series is the determination of whether or not a position is that of a “therapist”. For purposes of classifying positions in this series, we define therapist to mean one who is professionally trained to assess the recipient's condition, to determine the program for the recipient, to conduct and coordinate the program, and to evaluate its effectiveness as it relates to the recipient's progress. It is recognized that nonprofessionally trained employees may have a therapeutic effect on patients without being classified as therapists.

Many workers perform all or nearly all of their work as a part of an activity therapy program without being classified into this series. These positions perform duties that are important to the success of most activity therapy programs; however, since they are not therapists as herein defined and since the successful performance of their assigned duties does not require them to have a professional knowledge of activity therapy, they are not properly allocated into this series.

ACTIVITY THERAPIST

POSITION CODE: 00157

DISTINGUISHING FEATURES OF WORK:

Under general supervision, assesses recipients; interprets assessment results and makes therapeutic intervention recommendations; develops and implements treatment or habilitation program; observes, evaluates and reports on recipients' reactions to treatment/habilitation services and recommends continuation or change; develops work plan and procedures with higher level activity therapy staff or supervisor.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, develops and applies therapeutic interventions based on clinical techniques and procedures related to recreational therapy, music therapy, art therapy, dance therapy and/or drama therapy.
2. Identifies interests and evaluates needs to develop therapeutic interventions necessary to treat recipients with mental illness or developmental disabilities based on professional knowledge, skills and abilities; provides counseling to the recipient in adjusting to the community.
3. Participates in treatment/habilitation team meetings, with pertinent personnel such as: social workers, physicians, psychologists, nurses, vocational rehabilitation counselors and educators regarding recipient treatment and programming.
4. Provides clinical services for specialized populations such as recipients with combined disorders or "dual" diagnoses e.g., of mental illness and intellectual disabilities, mental illness and substance abuse, or individuals with developmental disabilities, mental illness, multiple treatment issues, physical impairments, and/or medical problems.
5. Participates in the preparation of, or prepares documentation relating to, a recipient's treatment or habilitation plan, participates in the preparation of regular, annual, quarterly and special reports of activity therapy services.
6. Provides professional direction and counseling to students assigned for internship training and clinical practicum; provides professional direction to other staff and volunteers.
7. Develops and conducts programs designed for either group or individual participation; collects and analyzes data to evaluate progress toward treatment objectives; develops recommendations for the treatment/habilitation team as to the recipient's continuation or change in specific programs.

ACTIVITY THERAPIST (continued)

8. Based on professional training, conducts recreational therapy and/or expressive arts programs such as music therapy, art therapy, dance therapy, and/or drama therapy that meet the needs of the recipients served; participates in the development and facilitation of facility wide activity therapy programs.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy, including successful completion of an approved internship, fieldwork or practicum.

This class is included as an Upward Mobility Program credential title.

Knowledge, Skills and Abilities

Requires working knowledge of the methods, techniques and purposes of recreational therapy, music therapy, art therapy, dance therapy and/or drama therapy.

Requires working knowledge of the attitudes, problems and behaviors of individuals and groups.

Requires working knowledge of the theory and practices of mental health and their applications to situations of everyday living.

Requires elementary knowledge of the programs inherent in activity therapy and the ability to motivate interest in them.

Requires elementary knowledge of individual and group behavior, normal and abnormal behavior, growth and development and ability to work effectively with individuals with mental illness, developmental disabilities or other impairments or impediments to development.

Requires ability to utilize the principles and practices of recreational therapy, music therapy, art therapy, dance therapy and/or drama therapy.

Requires ability to assess the individual's current level of functioning, strengths, needs and interests.

Requires ability to evaluate the individual's progress.

Requires ability to communicate effectively both orally and in writing.

Requires ability to teach therapeutic activities with approval from superiors.

Requires ability to lead and direct other workers in carrying out specific projects.

Requires ability to prepare records and reports.

Requires ability to use assigned facilities, supplies and equipment.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.

DISTINGUISHING FEATURES OF WORK:

Under general direction, as a coordinator of activity therapy services for one or more of the major treatment areas within a facility, serves as a lead worker to other activity therapy professionals and acts as a professional resource regarding the specialty area; represents activity therapy services to treatment staff, ensures that major treatment or program philosophies and methods are carried out and reviews and evaluates the results of therapeutic interventions, leisure recommendations and recreational activities of individuals served; provides budgetary input concerning equipment and commodity needs.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as the lead worker assigning and reviewing work of activity therapy professionals in a centralized or unit based program; schedules programs, provides input into performance evaluations, coordinates services between units, represents unit to the facility in discipline specific issues and meetings.
2. Coordinates activity therapy services for a centralized program or major treatment unit(s); reviews, evaluates and revises the recreational therapy, music therapy, art therapy, dance therapy and/or drama therapy program incorporating new procedures, techniques and methods; ensures programs and services meet the needs of the recipients served.
3. Provides assistance, professional guidance and direction to training activities of students assigned for internship training and clinical practicum; provides professional direction to other staff and volunteers.
4. Provides clinical services for specialized populations such as recipients with combined disorders or "dual" diagnoses e.g., of mental illness intellectual disabilities, mental illness and substance abuse, or individuals with developmental disabilities, mental illness, multiple treatment issues, physical impairments, and/or medical problems.
5. Participates in the treatment/habilitation team meetings; integrates activity therapy assessment with those of other clinical disciplines such as psychologists, physicians, social workers, vocational rehabilitation counselors, educators, nurses and other clinical staff; integrates activity therapy services with other phases of the total treatment and/or habilitation program.

6. Prepares documentation relating to the recipient's treatment or habilitation plan; reviews and evaluates data; submits required reports concerning activity therapy.
7. Develops, conducts and evaluates the effectiveness of the programming in order to provide services which meet the recipient's needs; reviews, evaluates and makes recommendations accordingly to appropriate administrative staff.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy and drama therapy, leisure studies or recreation with a specialization in recreational therapy, including successful completion of approved internship, fieldwork or practicum, supplemented by two years of professional experience as an Activity Therapist.

- OR -

Requires a master's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy and one year of professional experience as an Activity Therapist.

Knowledge, Skills and Abilities

Requires extensive knowledge of the methods, techniques and purposes of recreational therapy, music therapy, art therapy, dance therapy and/or drama therapy.

Requires extensive knowledge of the attitudes, problems and behaviors of individuals and groups.

Requires extensive knowledge of the theory and practices of mental illness, developmental disabilities and social disabilities and their applications to situations of everyday living.

Requires extensive knowledge of individual and group behavior, normal and abnormal behavior and growth and development, and ability to work effectively with individuals with mental illness, intellectual or developmental disabilities or other impairments/impediments to development.

Requires extensive knowledge of the programs inherent in activity therapy and the ability to motivate interest in them.

ACTIVITY THERAPIST COORDINATOR (Continued)

Requires extensive knowledge of the nature of and specifications for equipment and supplies needed for the assigned activities and their proper care and maintenance.

Requires extensive knowledge of departmental regulations, policies and procedures.

Requires ability to utilize the principles and practices of recreational therapy, music therapy, art therapy, dance therapy or drama therapy.

Requires ability to assess the individual's current level of functioning, strengths, needs and interest.

Requires ability to evaluate the individual's progress.

Requires ability to observe the individual's behavior and report on it with discernment.

Requires ability to communicate effectively both orally and in writing.

Requires ability to teach and direct activities.

Requires ability to act as a lead worker and direct others in carrying out specific projects.

Requires ability to prepare complex records and reports, such as, treatment plans, attendance records, monthly reports and performance improvement plans and reports.

Requires ability to use assigned facilities, supplies and equipment effectively.

Requires ability to develop and monitor a comprehensive activity therapy program in a facility.

Requires ability to provide guidance to students and volunteers.

Requires ability to plan, organize and lead recreational/leisure activities in accordance with the individual's needs.

Requires ability to work effectively and therapeutically with individuals and groups and stimulate their interest in activity therapy.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.

ACTIVITY THERAPIST SUPERVISOR

POSITION CODE: 00163

DISTINGUISHING FEATURES OF WORK:

Under general direction, serves as a full line supervisor of lower level Activity Therapists by directing the activities of, providing training to, assigning duties to, and evaluating their performance; reviews individual and group programs to ensure that major treatment unit or program goals are met; acts as a consultant regarding complex problems or procedures; serves as a representative of the activity therapy program in major treatment programs; supervises the preparation and maintenance of appropriate records and reports; determines and recommends major treatment or program commodity and equipment needs.

ACTIVITY THERAPIST SUPERVISOR (Continued)

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises activity therapy professional staff assigned to a centralized program or treatment unit(s) by assigning and reviewing work, establishing work schedules, approving time off, establishing, monitoring and evaluating performance goals, reconciling grievances and applying discipline when necessary; participates in the interviewing of applicants.
2. Reviews, evaluates and revises the facility's recreational therapy, music therapy, art therapy, dance therapy or drama therapy program; incorporates new procedures, techniques and methods; evaluates individual recipient's needs and applies appropriate programs.
3. Participates in treatment/habilitation team meetings; integrates activity therapy assessment with those of other clinical disciplines such as psychologists, physicians, social workers, vocational rehabilitation counselors, educators, nurses and other clinical staff; integrates activity therapy services with other phases of the total treatment and/or habilitation services program.
4. Supervises the training activities of activity therapy professional staff and student(s) assigned for internship and clinical practicum; provides professional direction to other staff and volunteers.
5. Prepares documentation relating to recipient treatment or habilitation plans; reviews and evaluates data; submits required reports concerning activity therapy.
6. Provides professional and technical assistance while participating in public relations and educational programs through the media of lectures and training programs for professional organizations, universities and college departments, school groups, community organizations and facilities.
7. Analyzes activity therapy programs; evaluates effectiveness to develop new or improved policies or techniques; proposes changes to administrative staff to enhance such activities as professional development and improvement of recipient services.
8. Determines programmatic needs in comparison to allocated funds, sets priorities for funds, allocates funds, purchases items for use in the program and completes required documentation.

ACTIVITY THERAPIST SUPERVISOR (Continued)

9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy, including successful completion of approved internship, fieldwork or practicum, supplemented by five years of progressively responsible professional experience as an Activity Therapist.

- OR -

Requires a master's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy, supplemented by four years of progressively responsible professional experience as an Activity Therapist.

Knowledge, Skills and Abilities

Requires thorough knowledge of the methods, techniques and purposes of recreational therapy, music therapy, art therapy, dance therapy and/or drama therapy.

Requires thorough knowledge of the attitudes, problems and behaviors of individuals and groups.

Requires thorough knowledge of the theory and practices of mental health, developmental disabilities and social disabilities and their applications to situations of everyday living.

Requires thorough knowledge of individual and group behavior, normal and abnormal behavior and growth and development, and ability to work effectively with individuals with mental illness or developmental disabilities.

Requires thorough knowledge of the programs inherent in activity therapy and the ability to motivate interest in them.

Requires thorough knowledge of the nature of and specifications for equipment and supplies needed for the assigned activities and their proper care and maintenance.

Requires thorough knowledge of departmental regulations, policies and procedures.

Requires thorough knowledge and experience in planning, organizing and coordinating the entire activity therapy program in a facility.

Requires thorough knowledge of the therapeutic and educational values of leisure and recreational activities.

ACTIVITY THERAPIST SUPERVISOR (Continued)

Knowledge, Skills and Abilities

Requires ability to develop and supervise a comprehensive activity therapy program in a facility.

Requires ability to supervise and train staff, students and volunteers in carrying out specific projects.

Requires ability to supervise, plan, organize and lead recreational/leisure activities in accordance with individual's needs.

Requires ability to assess the individual's current level of functioning, strengths, needs and interests.

Requires ability to evaluate the individual's progress.

Requires ability to observe the individual's behavior and report on it with discernment.

Requires ability to communicate effectively both orally and in writing.

Requires ability to prepare complex records and reports, such as treatment plans and monthly reports.

Requires ability to supervise and maintain assigned facilities, supplies and equipment effectively.

Requires ability to work effectively and therapeutically with individuals and groups and stimulate their interest in activity therapy.

Requires ability to establish and maintain effective working relationships with management and other professional staff within the facility and in the community.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.