

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ACTIVITIES AIDE

DEFINITION

Assists a higher level position in the therapeutic activity program at a state institution; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Participates and instructs residents in a variety of sports and games; prepares fields for athletic events; readies sports equipment for use; encourages participation.

Assists in instructing residents in weaving, painting, leatherwork, woodworking, ceramics, music, and other crafts and leisure time activities.

Prepares rooms and equipment for activity sessions; lays out materials for residents' use; cleans up room and puts materials and supplies in the proper place; makes minor repairs and adjustments to equipment; maintains proper level of supplies.

Records residents' attendance at activity sessions; escorts residents to and from activity areas.

Assists in such social activities in the institution as parties and dances; acts as a chaperon, sets up tables, and encourages group participation; operates movie and slide projectors, record and tape players.

Accompanies residents on outings to picnics, shows, movies, circuses, and other off-grounds activities; drives a bus, assists residents in boarding and unboarding; loads and unloads wheelchairs.

Receives in-service training from higher-level positions in the proper techniques of the therapeutic process and in various recreation and craft activities.

COMPETENCIES REQUIRED

Knowledge of human behavior as related to the activity needs of institutional residents.

Knowledge of human growth and development as related to the activity needs of institutional residents.

Knowledge of the rules of a great variety of games and sports as used in an activity program.

Knowledge of the techniques and equipment used in a variety of arts and crafts programs.

Knowledge of musical programs including the principles and methods of playing musical instruments, vocal music, and music recreation.

Knowledge of the potential hazards involved with the materials, equipment, and tools used in the activities program.

Knowledge of the basic principles and procedures of first aid.

Ability to learn the basic principles and methods of recreational art and craft activities.

Ability to learn the methods of instructing residents in the various arts, crafts, and recreational activities.

Ability to learn the methods of stimulating and maintaining the interest of residents.

Ability to interact with disabled residents in order to form a working and therapeutic relationship.

Ability to perform the physical work required in one or more activity areas.

Ability to perform the work as demonstrated by successful performance through the probationary period.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

No specific education or experience is required.

NECESSARY SPECIAL REQUIREMENTS

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsement within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 11/01 GR