

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Activities Assistant

Definition

Performs para-professional therapeutic activity work at a state institution; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Assists higher-level positions in planning new activity projects for treatment programs.

Instructs and participates in sports and games with residents; prepares for athletic events by stringing tennis and volleyball nets, laying out baseball diamonds, lining baselines, and getting equipment ready.

Directs and instructs residents in use of ceramic, leather, basketry, or other materials to produce useful or decorative objects.

Instructs residents in use of musical instruments, or in vocal music, and provides musical recreation.

Writes resident progress evaluations and reports as directed; makes presentations to the treatment team; offers suggestions for treatment changes.

Arranges parties, dances, gifts, and entertainment for residents using volunteers; may recruit, orient and place volunteers in the institution.

Requisitions materials, supplies, tools, and equipment used in the programs.

Consults and confers with other treatment staff in regard to residents in a prescribed activities program.

Receives in-service training from professional therapists in proper techniques of the therapeutic process to bring about increased socialization, improvement of self-confidence, interpersonal relations, or motor coordination of residents.

Assists a supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload and checking work; may make suggestions on appointments, promotions, and reassignments.

Competencies Required

Knowledge:

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

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- Basic Public Safety and Security – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
 - Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - Therapy and Counseling – Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
 - Fine Arts – Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Originality – The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Time Sharing – The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- Category Flexibility – The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Fluency of Ideas – The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Instructing – Teaching others how to do something.
- Service Orientation – Actively looking for ways to help people.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Two years of full-time work experience in a recreational, arts, crafts, or music activity program.
- 2) A total of two years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in art, music, physical education, recreation, the social/behavioral sciences or closely related areas equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as an Activities Aide or Resident Treatment Worker.

Notes

Within a period of time after hire, as determined by the appointing authority, employees in this class may be required to obtain a Commercial Driver's License (CDL) and endorsements.

Effective date: 04/23 KC