

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

Activities Specialist 1

Definition

Performs professional-level 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

Plans, organizes, and arranges therapeutic activities for a treatment area or unit in an institution; consults with other disciplines in the institution.

Instructs, assists and directs residents on a one-to-one basis and in groups in the particular therapeutic activity; prepares progress reports on residents.

Assesses the effectiveness of the activity on the rehabilitation goals of the resident.

Participates as a member of the treatment team; makes evaluation and progress reports on residents; offers suggestions, advice, and expertise concerning the resident and therapeutic activities.

Confers with medical, nursing, psychology, social work and other treatment staff in regard to residents and activity programs.

Requisitions materials and supplies as needed, maintains an inventory of items used in the program; makes purchase recommendations on new and replacement items.

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 and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of 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.
- Therapy and Counseling – Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

- Psychology – Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Sociology and Anthropology – Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Fluency of Ideas – Come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Originality – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- 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.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service Orientation – Actively looking for ways to help people.
- Coordination – Adjusting actions in relation to others' actions.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.

Minimum Qualification Requirements

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

- 1) Graduation from an accredited four-year college or university with major course work in art, the behavioral/social sciences, industrial therapy, music, occupational therapy, physical education, recreation, rehabilitation, therapeutic recreation, or other closely related fields.
- 2) A total of four years of education and/or full-time experience at a level comparable to Activities Assistant, where thirty semester hours of accredited college or university coursework in art, the behavioral/social sciences, industrial therapy, music, occupational therapy, physical education, recreation, rehabilitation, therapeutic recreation, or other closely related fields equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes two years of full-time work as an Activities Assistant.

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: 01/25 KC