

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Activities Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
02105	Activities Aide
02107	Activities Assistant

Series Concept

This series includes position incumbents who perform basic support and para-professional support and assistance in carrying out treatment plans in an activities program for residents at a state institution. This series includes classes which involve treating, instructing, or planning in a therapeutic activities program at a state institution. The purpose of the program is to provide therapeutically designed mental, physical and expressive activities for institutional residents. In reviewing positions and programs one will find positions that are involved only in one specialty or in a combination of them depending on the program established by the institution. In most instances the activities program is part of the medically prescribed treatment approach used by an institution

Exclusions

Positions performing professional knowledge with the fundamental theory, concepts and objectives of activity therapy to develop plans to meet the treatment goals and objectives of residents are classified within their own Activities Specialist series.

Positions performing treatment work with institutional residents in areas other than therapeutic activities are classified within their own series (i.e., physical therapy, occupational therapy, nursing, speech pathology, psychology, drug abuse counseling, social work or vocational rehabilitation).

Class Distinctions

Activities Aide

This class includes positions which provide basic support and assistance in carrying out treatment plans in an activities program for residents at a state institution. The nature of the specific activity program can vary widely and usually includes such modalities as arts and crafts, ceramics, leisure time recreation, instrumental music, vocal music, physical recreation, etc.

The factors listed below are used to distinguish positions in this class from those in the Activities Assistant class. The factors are to be applied as a whole so that no single factor will necessarily constitute justification for reclassification of a position to the next higher level.

1. Positions at the Aide level normally do not have a role in diagnostic assessment or testing. If such a role does exist at this level it would involve basic assessments of the residents' functional level. At the Assistant level, if the role exists, it would involve use of informal assessment tools or check lists which can be readily ascertained by visual observations or informal interviews.
2. Positions at the Aide level, except on an occasional basis, do not generally give input or suggestions to higher level staff on treatment goals and objectives. At the Assistant level they

Activities Series

are expected to do this in the absence of the Specialist or with a small caseload for a limited duration.

3. Positions at the Aide level will do the basic planning and preparation for daily activities, projects or therapy to meet the treatment goals. At the Assistant level the position would also be involved in planning special, non-routine activities or projects such as off grounds trips.
4. Positions at the Aide level are responsible for setting up equipment or supplies to be used. The Aide is usually assigned responsibility for cleanup following scheduled activities. Positions at the Assistant level do not perform such work except on an occasional basis.
5. Positions at the Aide level do not attend treatment team meetings except on an occasional basis to provide input. At the Assistant level positions do attend treatment team meetings primarily to provide input when the Specialist is absent.
6. Positions at the Aide level generally have little contact with other professional inter-disciplinary staff outside the Activities Department. At the Assistant level the position will have more contact with the inter-disciplinary staff to coordinate schedules and discuss treatment and behavior.

Activities Assistant

This class includes positions which provide paraprofessional support and assistance in carrying out treatment plans in an activities program for residents at a state institution. The factors listed above distinguish the Activities Assistant from Activities Aide. In addition, many positions also have lead work responsibilities over Activities Aides.

Effective date: 12/14 KF