

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ACTIVITIES ASSISTANT

DEFINITION

Performs para-professional therapeutic activity work 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

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 of the rules of a great variety of games and sports used in a therapeutic setting.

Knowledge of the techniques and equipment needed for a variety of arts and crafts media used in a therapeutic setting.

Knowledge of musical programs including the principles and methods of playing musical instruments, vocal music, and music recreation used in a therapeutic setting.

Knowledge of the potential hazards associated with the equipment, tools, and material of the activities program.

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 basic principles and procedures of first aid.

Ability to instruct residents in the various arts, crafts, and recreational activities.

Ability to observe and report on resident behavior.

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 maintain written records related to the activities program of institutional residents.

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

Experience equal to two years of full-time work in a recreational, arts, crafts, or music activity program;

OR

two years of post high school education in art, music, physical education, recreation, the social/behavioral sciences or closely related areas;

OR

an equivalent combination of education and experience in one of the above areas substituting up to a maximum of thirty semester hours for one year of experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to eighteen months of full-time work as an Activities Aide.

NECESSARY SPECIAL REQUIREMENTS

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

Effective Date: 11/01 GR