

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
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 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 of therapeutic techniques and devices used in one or more recreational activity modalities.

Knowledge of evaluation techniques used to report (oral and written) on the progress of residents.

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

Knowledge of the principles 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 plan, organize and arrange therapeutic activities that meet the needs of institutional residents.

Ability to teach, instruct and lead in the technical skills and techniques of one or more activities.

Ability to recognize/assess the usefulness of therapeutic techniques and practices as they relate to residents within the rehabilitation plan for the resident.

Ability to report on the evaluation of the residents' rehabilitation progress in clear, concise terms orally and in writing.

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.

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

Graduation from an accredited 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;

OR

experience at a level comparable to Activities Assistant or above may be substituted in any equivalent combination for the required education on the basis of one year of experience for each thirty-semester hours of education to a maximum of four years;

OR

employees with current continuous experience in the state executive branch that includes experience equal to two years of full-time work as an Activities Assistant.

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.

NOTE:

At the time of interview, applicants referred to Glenwood and Woodward State Hospital-Schools will be assessed to determine if they meet federal government employment requirements as published in the Federal Register, Volume 39, No. 12, Thursday, January 17, 1974, Section 20-CFR-405.1101.

Effective Date: 11/01 GR