

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ACTIVITIES SPECIALIST SUPERVISOR

DEFINITION

Supervises a unit of a state institution's activity program; performs the full range of supervisory functions required for collective bargaining exemption purposes; 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

Supervises and evaluates the work of a subordinate staff; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures and administers personnel and related policies and procedures.

Prepares budget estimates for the area of responsibility; makes purchase requests to the supervisor for needed materials.

Develops and sets policies and procedures for the area of responsibility subject to approval by a higher-level treatment position.

Assists a higher-level treatment position in developing policies and procedures for the entire activities program at an institution.

Consults and confers with other professional treatment staff such as medical, nursing, social work, psychology, and other staff members in regard to residents and the therapeutic activity; meets with community organizations.

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

Conducts intensive one to one or group sessions with the most difficult residents to channel aggressive behavior and to develop self-expression, new skills and abilities and socialization.

Attends professional conferences and meetings.

Consults with internship students in various program areas.

COMPETENCIES REQUIRED

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 therapeutic techniques and devices used in one or more activity modalities.

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

Knowledge of the principles and methods of supervision including assignment of work, evaluation of work performed, on-the-job training and basic employee relations.

Knowledge of the principles of administration and management including such areas as budgeting, organization, planning, coordination, and staffing.

Knowledge of the basic principles and procedures of first aid.

Ability to administer, plan, direct, supervise, coordinate, and evaluate a significant portion of an institutional activity program that meets the needs of residents.

Ability to plan, organize, control and effectively supervise the work of subordinates.

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

Ability to interact with disabled residents in order to form a working and therapeutic relationship.

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

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

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 and experience equal to two years of full-time professional work in an activities program;

OR

an equivalent combination of graduate education in one of the above fields and professional qualifying experience substituting a maximum of thirty semester hours for one year of the required experience;

OR

additional qualifying experience may be substituted for the required education in any equivalent combination on the basis of one year of experience for each thirty-semester hours (or equivalent) of education to a maximum of four years;

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 Specialist 1.

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.