

Core
Resource
Set for
PACE

CRSP

SAMPLE JOB DESCRIPTIONS

PACE RECREATIONAL
THERAPIST



National
PACE
Association

801 North Fairfax Street • Suite 309 • Alexandria, Virginia 22314
Phone: 703-535-1565 • Fax: 703-535-1566 • www.NPAonline.org

SAMPLE A

11/02

I. IDENTIFICATION

HR Use Only Job Code:

Area Dir. Title: Director, Senior Services

Position Title: Recreation Therapist

Date Completed:

Department:

Cost Center(s) #:

Work Location(s):

II. PRINCIPAL ACCOUNTABILITIES (SUMMARY)

SUMMARY OF THE PRINCIPAL JOB DUTIES, RESPONSIBILITIES AND PRIMARY PURPOSE OF THIS POSITION.

The Recreation Therapist (RT) is responsible for the planning, supervision and implementation of recreational programs for the elderly, as part of a multi-disciplinary team providing all-inclusive care. The RT builds a sense of community and warm social atmosphere for the participants, evaluates their needs, and develops group and individual programming to meet those needs.

III. POSITION REQUIREMENTS

Education, credentials, licenses:

BA from an accredited college with major in RT or recreation with special populations

Specialized knowledge:

Interest and ability to work with multi-disciplinary team.
Good understanding of psychosocial problems of aging.

Kind & length of experience:

One year of professional work with the elderly

WORKING CONDITIONS/PHYSICAL DEMANDS REQUIRED:

Activity	Rarely	Occasionally	Frequently	Consistently	Activity	Rarely	Occasionally	Frequently	Consistently
Walking				X	Manual Dexterity			X	
Sitting		X			Use of Hands				X
Pushing			X		Talking				X
Pulling			X		Hearing				
Climbing	X				· Normal Conversation				X
Stooping			X		· Other Sounds			X	
Kneeling		X			Vision				
Reaching			X		· Acuity, Near			X	
Lifting					· Acuity, Far			X	
· Over 50 lbs		X			· Color			X	
· Under 50 lbs			X		Standing			X	

Patient Care Providers Only: Incumbent must be trained to provide assessment, treatment or care for patients of all ages with additional education focused on treatment and care of *ADULT AND GERIATRIC* patients.

IV. PERFORMANCE MEASURES & STANDARDS

MAJOR RESULTS/STANDARDS POSITION IS EXPECTED TO ACHIEVE.	% WEIGHT
1. Evaluates the participants' educational, emotional and vocational needs. Plans, supervises and implements relevant recreational programs to meet the needs of the participants, per the treatment plans developed by the multi-disciplinary team..	15%
2. Builds within the Day Health Center a sense of community and a warm social atmosphere in which participants are able to identify a support system.	15%
3. Organizes and directs individual and group activities, reality orientation, exercises, discussions, clubs, field trips/outings, arts and crafts, music appreciation, etc. Seeks input from the participants on programming they enjoy most as well as additional ideas they would like RT to pursue.	15%
4. Assists in orientation and supervision of staff/volunteers. Fulfills administrative requirements; timely completion of evaluations/reassessments, charting, maintaining statistical records. Active participation in the multi-disciplinary team meetings, fully appreciating importance of all voices as treatment plans are developed and enacted.	15%
5. Treats all people with respect, maintains confidentiality and strives toward service excellence.	10%
6. Participates in QA activities as appropriate. Maintains current professional licensure by attending appropriate educational conferences.	10%
7. Coordinates with various community resources to add diversity and enrich the recreational program by involving organizations, groups and schools in celebration of special occasions and events.	10%
8. Performs all other reasonably related jobs as assigned.	10%

V. PROBLEM SOLVING

THREE TYPICAL PROBLEMS THIS POSITION MUST RESOLVE TO ACHIEVE THE STANDARDS LISTED IN SECTION IV.

1. Reduced staffing due to unexpected illness causes last minute changes in recreation schedule. Requires ability to negotiate with others, prioritize need, and organize quickly and smoothly, so that participants are unaware of problems that had to be resolved.
2. Conflicts between participants within the group. RT must be able to remain calm, approach participants in appropriate way, separate or remove participants from group if behavior persists, upholding participants' dignity. Seek assistance as necessary; advise multi-disciplinary team of issues at next meeting, if warranted.
3. RT observes behavioral or other change in participant. RT must understand the possible importance of these observances and report them to the appropriate discipline/bring them to the attention of the multi-disciplinary team.

VI. POSITION STRUCTURE

Incumbent(s) report to what position? Supervisor, Day Health Center

What other positions report to the same position or maybe seen as comparable? Home Health Coordinator, Lead Health Aide.

What (PACE Program) team/committee is incumbent(s) a member of? Multi-Disciplinary Team, Ethics Committee, Ad Hoc Committees

What departments/cost centers report directly to this position? None

What titles report directly to this position? RTA/Volunteers

How many FTEs report to this position? ___ __ **Directly** _3-5_ **Indirectly**

Annual operating budget? ___ __ **Revenues** ___ __ **Expenses**

Does this position have supervisory responsibility? Please check all that apply.

___ __ **Not applicable** ___ **X** ___ **Assists** ___ __ **Recommends** ___ __ **Performs**

Management Approval _____

SAMPLE B

Job Title: Activities Therapist

Exempt/Nonexempt Status: Nonexempt

Job Grade

Reports to (title)

Center Manager

Prepared by (signature) _____

Approved by (signature) _____

Current Date _____

JOB SUMMARY

Responsible for the coordination and planning of the therapeutic and recreational activities for *(PACE Program)*.

General Duties:

- Conducts an initial assessment and scheduled reassessment of all participants.
- Develops specific therapeutic programs to include recreational and social activities.
- Records, signs and dates progress reports in the participant's records.
- Develops, implements and supervises the Activity Program.
- Plans and provides both group and individual activities.
- Participates in Interdisciplinary Conferences and daily meetings.
- Serves as a resource to staff.
- Coordinates all daily activities at the center.
- Performs other duties as assigned.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisors and/or other management as required. Management reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment for any term.

SPECIFICATIONS:

1. **Education:** BS degree in Recreational Therapy or related field.
2. **Experience:** Minimum 2 years experience in social or recreational program, providing and coordinating services for a frail or elderly population within the past 5 years.
3. **Number and Type of Employees Supervised:** None
4. **Licensure, Registry or Certification Required:** None
5. **Special Training:** Must be able to work effectively in a team environment. Must be able to treat patients of all ages including the elderly.
6. **Physical Demands:** Must be able to move about freely, lift and turn patients, manual dexterity and visual acuity to see and treat patients, be able to hear and orally communicate.
7. **Working Conditions:** Inside well-lit, climate-controlled environment. Potential exposure to infectious diseases and environmental hazards.
8. **Other (specify):** Employee must be aware of and fully support the Policy on Service Excellence as well as his/her department's commitment to Service Excellence. Must have demonstrated ability to deliver service to physicians, patients and fellow employees with compassion and in a responsive, courteous and concerned manner in accordance with the Policy on Service Excellence.

Must attend mandatory training on an annual basis.

Evaluation Date: _____ **Signature:** _____