

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Therapeutic Recreation Coordinator

Class Code: 51158

Pay Grade: GJ

A. Purpose:

Plans, develops, implements, and coordinates therapeutic recreation programming through individual and group therapy in an institutional setting to ensure rehabilitation of clients/patients.

B. Distinguishing Feature:

Therapeutic Recreation Coordinator monitors and coordinates the standards of the therapeutic recreation program throughout a hospital or institution setting.

Therapeutic Recreation Specialist provides therapeutic treatment through the use of recreation activities for clients/patients of human service institutions.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Provides quality assurance for therapeutic recreation programs to ensure effective therapeutic recreation treatment.
 - a. Monitors therapeutic recreation program for required therapeutic recreation standards.
 - b. Recommends and monitors the budget for the therapeutic recreation programs.
 - c. Provides continual training for staff and coordinates in-service training for the program.
 - d. Serves as liaison between staff, treatment teams, and administration.
2. Conducts client/patient assessment to ensure they receive effective recreation therapy.
 - a. Plans and directs therapeutic recreation programming to meet client/patient needs.
 - b. Conducts client/patient assessment to determine their interests, needs, and involvement in leisure activities.
 - c. Attends treatment team meetings, reviews treatment notes, and provides guidance to staff regarding individual treatment.
 - d. Prepares, implements, and evaluates recreation therapy treatment programs by using recreation activities as a modality for treatment.
 - e. Prepares individual treatment plans.
3. Documents client/patient behavior, progress, and changes through charting and progress note to monitor client/patient response to treatment and ensure compliance with federal, state, and institution rules and regulations for record keeping.
4. Inspects and provides preventive maintenance on all equipment to ensure the safety of clients/patients and staff.
5. Performs other work as assigned.

D. Reporting Relationships:

The incumbent may supervise and provides work direction to Therapeutic Recreation Specialists.

E. Challenges and Problems:

Challenges include ensuring clients/patients receive therapeutic, appropriate, and individualized treatment. This is difficult because the incumbent must work closely with staff to ensure they are administering effective treatment plans. Also challenging is programming recommendations for a varied population, and therapeutic recreation staff are located in all different areas of the institution and under multiple supervisors and helping other staff understand the importance of therapeutic recreation.

Problems include programming recommendations for a varied population.

F. Decision-making Authority:

Decisions include recommending program budget, content of training, quality control on the standards of therapeutic recreation activities within the institution, and large-scale patient programming.

Decisions referred include personnel decisions, major programming changes, expenditures, community programming coordination, and hiring outside training consultants.

G. Contact with Others:

Daily contact with treatment team members to discuss client/patient treatment and programming, activities center staff to coordinate programming schedules; and weekly contact with maintenance, food services, and janitorial staff to discuss programming coordination issues.

H. Working Conditions:

The incumbent works in an institution and has daily contact with clients/patients in a variety of settings, including locked and unlocked treatment areas, activities center, outdoors, and in the community. The incumbent is exposed to unpredictable and aggressive client/patient behavior and heavy lifting.

I. Knowledge, Skills and Abilities:

Knowledge of:

- recreation therapy methods and standards;
- assessment principles and techniques;
- interventions that address measurable goals;
- procedures for documentation.

Ability to:

- supervise and provide work direction to staff;
- direct and instruct groups and individuals participating in structured activities;
- direct and instruct direct care staff on therapy and treatment methods of patients;
- recognize and report behaviors in patients that impede therapy progress;
- plan and implement therapeutic recreation activities;
- deal appropriately with disruptive or aggressive clients/patients.

