

Reviewed / Revised 03/2009

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA#-

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Institution for Women (CIW)	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED: Correctional Treatment Center, Corona, Ca.	CLASS TITLE: Recreation Therapist (CF)
WORKING DAYS AND WORKING HOURS:	SPECIFIC LOCATION ASSIGNED TO: Psychiatric Inpatient Program
INCUMBENT (if known):	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial): 086-220-8324-XXX

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COLLABORATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the overall administrative authority of the Program Assistant, with clinical oversight from the Clinical Director, the Recreation Therapist (CF) develops and conducts therapeutic recreation and leisure activities; orders supplies; supervises patients; and protects and maintains the safety of people and property. The Recreation Therapist maintains safety and security of work areas, by inspecting premises, accounting for tools and materials and searching patients for contraband, such as weapons or drugs. Attends treatment planning conferences and collaborates with the IDTT in the development and implementation of patient treatment plans and programs. Takes appropriate action in responding to emergency situations.

The Recreation Therapist is a member of an Interdisciplinary Treatment Team. The Recreation Therapist consults with the treatment team; participates in and conducts assessment of patients; and provides services to patients who have developmental and/or mental disabilities. The Recreation Therapist's duties include observation and documentation of attendance, participation, strengths and deficits of patients. Provides activity groups; film showing; and special entertainment. The Recreation Therapist develops therapeutic recreation and leisure programs for patients with various conditions and disabilities; orders supplies; and ensures proper use of tools and materials.

Leads, instructs, and encourages patients in a program of individual and group activities of a physical, social, and cultural nature such as indoor and outdoor games and sports, dance, parties, dramatics, and special interest clubs; supervises entertainments and movies and assists in planning programs for special occasions; with the therapeutic team, plans treatment goals for specific patients; assists in coordinating recreation therapy with other therapeutic programs; as assigned, coordinates the activities program of a group of patients including simple crafts, games, social and musical activities, and instructs unit personnel in basic activity skills; observes patients' reactions and progress and records clinical notes to be included in medical files and prepares reports; orders supplies and equipment and cares for equipment and facilities; maintains order and supervises the conduct of persons committed to the California Department of Corrections; prevents escapes and injury by these persons to themselves, others or to property; maintains security of working areas and work materials; inspects premises and searches inmates for contraband, such as weapons or illegal drugs.

Protect and maintain the safety of persons and property; utilizes Therapeutic Strategies and Interventions (TSI) techniques to prevent escapes and injury by these persons to themselves, others or to property; maintain security of working areas and work materials; inspect premises and search inmates for contraband, such as weapons or illegal drugs; have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates; sole responsibility for the supervision of inmates and/or the protection of personal and real property.

DUTY STATEMENT Recreation Therapist (CF) con't.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
	<u>Percentage Statement:</u>
30%	Consults with the treatment team; participates in and conducts assessment of patients; and provides services to patients who have developmental and/or mental disabilities. Observes and documents patient attendance, participation, strengths and deficits.
25%	Provides activity groups; film showing; and special entertainment. Develops therapeutic recreation and leisure programs for patients with various conditions and disabilities; orders supplies; and ensures proper use of tools and materials, develops and conducts therapeutic recreation and leisure activities; orders supplies; supervises patients;
15%	Attends meetings, Individual Professional Development, case conferences, and patient treatment planning conferences. Utilizes Equally Effective Communication in accordance to the Americans with Disability Act (ADA) and the <i>Armstrong</i> Remedial Plan to ensure communication with individuals with disabilities is equally effective as with others.
15%	Leads, instructs, and encourages patients in a program of individual and group activities of a physical, social, and cultural nature such as indoor and outdoor games and sports, dance, parties, dramatics, and special interest clubs; supervises entertainments and movies and assists in planning programs for special occasions; with the therapeutic team, plans treatment goals for specific patients; assists in coordinating recreation therapy with other therapeutic programs.
5%	Coordinates the activities program of a group of patients including simple crafts, games, social and musical activities, and instructs unit personnel in basic activity skills; observes patients' reactions and progress and records clinical notes to be included in medical files and prepares reports; orders supplies and equipment and cares for equipment and facilities.
5%	Protect and maintain the safety of persons and property; utilizes Therapeutic Strategies and Interventions (TSI) techniques to prevent escapes and injury by these persons to themselves, others or to property; maintain security of working areas and work materials; inspect premises and search inmates for contraband, such as weapons or illegal drugs; have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates; sole responsibility for the supervision of inmates and/or the protection of personal and real property.
5%	Performs other work and duties as assigned.

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% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>Knowledge of: Theory and practice of mental and physical rehabilitation of mentally, physically and developmentally disabled persons; therapeutic principles and techniques of group and individual activities used in recreation therapy, and skill in their application; various types of recreation and entertainment activities and providing leadership of these activities; basic pathology of diseases and disabilities resulting in psychological, physical or organic conditions of the patient.</p> <p>Ability to: Provide leadership of various types of recreation and entertainment activities; interpret recreation therapy activities to staff, health care providers, patients, and others; teach others basic activity skills; prepare reports and records to be included in medical files; analyze situations accurately and adopt an effective course of action; establish and maintain cooperative interrelationships with individuals and groups.</p> <p>Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility including physically, mentally and developmentally disabled persons; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience; and emotional stability.</p> <p>Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well- being or that of their fellow employees or that of inmates.</p> <p><u>CONDITIONS OF EMPLOYMENT:</u> The employee is required to work any shift and schedule in a variety of settings throughout the institution and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. May be required to lift, push and or carry at least 50 or pounds or greater. All employees are required to report to work on time and follow procedures for reporting absences; maintain a professional appearance; appropriately maintain cooperative, professional and effective interactions with employees, inmate patient clientele and the public; comply with institution policies and procedures and familiarize self with the no hostage policy.</p> <p>The employee is required to actively support a safe and hazard free workplace through the practice of personal safety and vigilance in the identification of safety or security hazards including infection control. All employees are required to demonstrate an awareness of multicultural issues in the workplace which enable the employee to work effectively.</p>

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The following is a definition of on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of a workday
Occasionally: Involves 1/3 or less of a workday
N/A: Activity or condition is not applicable

Standing: Constantly – stands for periods of time to file, at the copy machine, and other office machines.

Walking: Constantly – has to walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes.

Sitting: Constantly – at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Constantly– lifts files weighing a few ounces and rarely files weighing up to 50 lbs.

Carrying: Constantly– this activity can be considered to require the same physical demands as lifting.

Stooping/Bending/Kneeling/Crouching: Constantly– stretches, stoops/bends, kneels, and crouches to pull/file documents from the lower shelves in filing cabinets.

Reaching in Front of Body: Constantly– will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes.

Reaching Overhead: Frequently– reaches overhead to retrieve objects from the top shelf of the file cabinet.

Climbing: Frequently – climbs when using the step stool to reach objects. Climbs steps throughout the institution during performance of regular work responsibilities.

Balancing: Frequently– balances when using the step stool, stairs or lifts.

Pushing/Pulling: Constantly – has to push/pull to open file drawers, desk drawers, carts and racks.

Fine Finger Dexterity: Constantly – will use fine-finger dexterity to write information onto documents and to type information into the computer, manipulate equipment such as a fax machine or telephone.

Hand/Wrist Movement: Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing.

Crawling: N/A

Driving: Occasionally

Sight/Hearing/Speech/Writing Ability: Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The Recreation Therapist will frequently use hearing, speech and written language to interface with staff, visitors, patients and community.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Recreation Therapist works in an office with his/her own desk area and computer, with florescent lighting and a thermostatically controlled environment.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The Recreation Therapist utilizes a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, and the usual office supplies.

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GENERAL POST ORDER / DUTY STATEMENT ADDENDUM

General requirements: Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below);
- housing accommodations such as wheelchair accessible cells, medical beds for inmates/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- work rules that allow the inmate/patient to have a job consistent with his/her disabilities.

Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications.

Equally Effective Communication: The Americans with Disabilities Act (ADA) and the *Armstrong* Remedial Plan require CDCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with inmates/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document whether the inmate/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

DECS: The Disability Effective Communication System (DECS) contains information about inmate/patients with disabilities. Every institution has DECS access and staff must review the information it contains in making housing determinations and providing effective communication.

Housing Restrictions: All inmate/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmate/patients are housed appropriately.

Prescribed Health Care Appliances (including Dental Appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE