

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ACTIVITIES THERAPY AIDE SUPERVISOR

JOB DESCRIPTION

Employees in this job coordinate and direct the work of other resident-servicing Activities Therapy Aides in an assigned work area. Work is performed under professional general supervision and requires knowledge of the policies, procedures, and regulations of activities therapy aide services, and supervisory techniques, personnel policies, and procedures. The employee works within general methods and procedures, exercises considerable independent judgment to adapt and apply the guidelines to specific situations and to review the work of subordinate activities therapy aides to ensure conformance with established guidelines, methods, procedures, and policies.

There are two classifications in this job.

Position Code Title – Activities Therapy Aide Supervisor-1

Activities Therapy Aide Supervisor 10

The employee serves as a first-line supervisor directing the work of Activities Therapy Aides.

Position Code Title – Activities Therapy Aide Supervisor-2

Activities Therapy Aide Supervisor 11

The employee serves as a second-line supervisor, directing the work of Activities Therapy Aides through first-line supervisors.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

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Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Overviews work quality, supplies, storage and disbursements.

Supervises the maintenance of inventory records.

Plans and supervises non-athletic recreational activities such as plays, field days, parties, dances or minstrel shows; may supervise arts and crafts, and hobbycraft.

Keeps records of, and requisitions for, supplies and equipment as required.

Keeps records of performance and progress of residents.

Instructs residents in work techniques and supervises on-the-job performance in a sheltered workshop setting.

Plans and directs the activities of the shop program.

Instructs residents in self-care, grooming, and personal hygiene.

Monitors and directs the maintenance of the gymnasium, playground, and sports equipment.

Teaches and coordinates a variety of work skills to residents.

Contacts businesses and industries in the community to obtain job contracts.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 10 level and thorough knowledge is required at the 11 level.

Knowledge of various crafts, sports, and other recreational activities.

Knowledge of therapeutically orientated activities and programs.

Knowledge of work situations that are suitable for therapeutic assignments.

Knowledge of occupational problems of workers.

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Knowledge of community organization.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to work well with residents.

Ability to devise work projects, instruct residents, and stimulate their interest.

Ability to evaluate residents' progress.

Ability to maintain records and prepare reports.

Ability to communicate with others, both verbally and in writing.

Ability to maintain favorable public relations.

Working Conditions

The work is typically performed in a mental health facility, veterans' facility, school for the physically handicapped, correctional facility, or social services residential center.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Activities Therapy Aide Supervisor 10

Four years of experience equivalent to an Activities Therapy Aide, including two years equivalent to an Activities Therapy Aide E8 or one year equivalent to an Activities Therapy Aide 9

Activities Therapy Aide Supervisor 11

Five years of experience equivalent to an Activities Therapy Aide, including three years equivalent to an Activities Therapy Aide E8, two years equivalent to an Activities Therapy Aide 9, or one year equivalent to an Activities Therapy Aide Supervisor 10.

Special Requirements, Licenses, and Certifications

None.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ACTHRASPV

Job Code Description

Activities Therapy Aide Supervisor

Position Title

Activities Therapy Aide Supervisor-1

Activities Therapy Aide Supervisor-2

Position Code

ACTHSPV1

ACTHSPV2

Pay Schedule

NERE-133

NERE-136

ECP Group 3
Revised 6/1/06
TeamLeaders