

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
ACTIVITIES THERAPY MANAGER

JOB DESCRIPTION

Employees in this job are responsible for coordinating and directing the work of professional activities therapists in a varied program of activity therapy.

The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

Position Code Title - Activities Therapy Manager-1

Activities Therapy Manager 12

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

Position Code Title - Activities Therapy Manager-2

Activities Therapy Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

Position Code Title - Activities Therapy Manager-3

Activities Therapy Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

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.

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

Ensures proper labor relations and conditions of employment are maintained.

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

Directs and coordinates the activities therapy programs at a state facility.

Directs activity therapists and aides in occupational, music, art, and recreational therapy programs.

Conducts quality assurance reviews.

Determines and reviews patient treatment goals.

Creates and maintains progress notes and patient records and confers with other therapists and physicians regarding the needs of patients.

Plans and provides training to resident care staff, activities therapy assistants, students, and interns in therapeutic treatment methods.

Serves as an advocate and provides information to create understanding of the goals of the facility's programs with the community.

May perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Thorough knowledge is required at the 13 level and extensive knowledge is required at the 14 level.

Knowledge of the principles and practices of occupational, recreational, music, or art therapy.

Knowledge of procedures for organizing and directing an activity therapy program.

Knowledge of applied arts and crafts, music, or recreation used for therapeutic treatment.

Knowledge of the operation of an activity therapy program.

Knowledge of current practices in the field.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of labor relations.

Knowledge of equal employment opportunity policy and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to devise work projects, instruct patients, and evaluate their progress.

Ability to plan, organize, and direct an extensive activities therapy program.

Ability to plan and schedule patient activities and complete patient evaluations.

Ability to prepare and maintain records related to the work.

Ability to communicate effectively.

Working Conditions

Jobs are located in psychiatric hospitals and state veterans' facilities.

Physical Requirements

None

Education

Possession of a bachelor's degree in occupational therapy, music therapy, art therapy, recreation therapy, physical education, recreation, or rehabilitation.

Experience

Activities Therapy Manager 12

Three years of professional experience equivalent to an Occupational Therapist, Recreation Therapist, or Music Therapist, including one year equivalent to an Occupational Therapist P11, Recreation Therapist P11, or Music Therapist P11.

Activities Therapy Manager 13

Four years of professional experience equivalent to an Occupational Therapist, Recreation Therapist, or Music Therapist, including two years equivalent to an Occupational Therapist P11, Recreation Therapist P11, or Music Therapist P11; or, one year equivalent to an Occupational Therapist 12.

Activities Therapy Manager 14

Five years of professional experience equivalent to an Occupational Therapist, Recreation Therapist, or Music Therapist, including three years equivalent to an Occupational Therapist P11, Recreation Therapist P11, or Music Therapist P11; two years equivalent to an Occupational Therapist 12, Recreation Therapist 12, or Music Therapist 12; or, one year equivalent to an Activities Therapy Manager 13.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ACTHRPMGR

Job Code Description

ACTIVITIES THERAPY MANAGER

Position Title

Activities Therapy Manager-1

Activities Therapy Manager-2

Activities Therapy Manager-3

Position Code

ACTHMGR1

ACTHMGR2

ACTHMGR3

Pay Schedule

NERE-024

NERE-140

NERE-143

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