

**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. Under general supervision, the employee works within general methods and procedures, and exercises considerable independent judgement to adapt and apply guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations of activities therapy programs, and supervisory techniques, personnel policies, and procedures.

There are two classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

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: 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.

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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.

Ensures proper labor relations and conditions of employment are maintained.

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

Directs a varied program of activity at a state facility.

Directs professional activity therapists in occupational, music, art, and recreational therapy programs and non-professional assistants in these fields.

Assigns, coordinates, and outlines the work methods of subordinate employees directly or through first-line supervisors.

Coordinates the activities therapy program with other units of the facility.

Conducts quality assurance reviews in a program area.

Determines and reviews patient treatment goals in relation to activity therapy programs.

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

Plans and develops programs for administrative approval.

Represents the work section concerning activity therapy at clinical staff conferences.

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.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of current principles and practices of occupational, recreational, music, or art therapy.

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Considerable knowledge of procedures for organizing and directing an activity therapy program.

Considerable knowledge of applied arts and crafts, music, or recreation used for therapeutic treatment of mentally ill persons.

Considerable knowledge of the operation of an activity therapy program in a psychiatric facility.

Considerable knowledge of current literature in the field.

Considerable knowledge of training and supervisory techniques.

Considerable knowledge of employee policies and procedures.

Considerable knowledge of equal employment opportunity policies 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 and varied program of activity therapy including the various resources provided by occupational therapy, music therapy, art therapy, and recreational therapy.

Ability to plan and schedule patient activities.

Ability to make patient evaluations and prepare reports.

Ability to maintain records, prepare reports, and conduct correspondence.

Ability to communicate effectively.

Working Conditions

Jobs are located in psychiatric hospitals.

Physical Requirements

None.

Education

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

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Experience

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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.

Special Requirements, Licenses, and Certifications

None.

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

ACTHRPMGR

Job Code Description

Activities Therapy Manager

Position Title

Activities Therapy Manager-2

Activities Therapy Manager-3

Position Code

ACTHMGR2

ACTHMGR3

Pay Schedule

NERE-140

NERE-143