RECREATION/ACTIVITY THERAPY ASSISTANT

N- Not exposed to the task
1- Exposed to the task
2- Accomplished task with help
3- Accomplished task to criteria
4- Able to teach task

4	3	2	1	N	
					1. Introduction to Recreation/Activity Therapy Assistant
					1.1 Identify the roles and responsibilities of team members
					1.2 Identify the educational requirements and certification(s) of recreation/activity therapy team members
					1.3 Identify opportunities for employment in the recreation/activity therapy fields
					1.4 Identify and list the functions of the professional organization(s) for the occupational area
					1.5 Identify location of various types of recreation/activity therapy fields
					1.6 Follow a chain of command
					1.7 Practice professional work habits
					1.8 Comply with state regulations for occupational area
					1.9 Locate OSHA poster(s) and MSDS(s) in clinical site
					1.10 Identify OSHA regulations that pertain to clinical site
					1.11 Identify biohazard labels
					1.12 Identify different departments in a typical recreation/activity therapy department
					1.13 Apply ethical standards to the occupational area
					1.14 Apply legal standards to the occupational area
					1.15 Demonstrate confidentiality in the occupational area
					1.16 Demonstrate various public relations and marketing techniques
					1.17 Identify, define, and use terminology specific to the occupation
					1.18 Demonstrate effective stress management
					2. Program Promotion
					2.1 Identify resource and supplies
					2.2 Assist as directed in promotional public relations
					2.3 Demonstrate promotion of activities with facility clients
					2.4 Identify and describe client's suggestions for activities and report them to activity director
					2.5 Lead activities
					3. Communication
					3.1 Apply modification of communication to eliminate communication barriers
					3.2 Follow activity calendar
					4. Safety
					4.1 Demonstrate use of ladder safety when decorating facility
					4.2 Fill out equipment/facility safety checklist

4	3	2	1	N	
					5. Development of Recreational/Activity Program
					5.1 Demonstrate assessment of individual client's needs
					5.2 Assist with program development based on needs and abilities
					5.3 Identify potential participant for activities
					5.4 Assist as directed with activity schedule development
					5.5 Assist as directed with facility usage coordination and set up for program
					5.6 Assist with promoting activities for client
					5.7 Assist with activities of volunteers as directed
					6. Implementation of a Recreation/Activity Program
					6.1 Demonstrate equipment set up
					6.2 Demonstrate registration and attendance of participants using documentation
					6.3 Demonstrate coordination of starting activities on time
					6.4 Demonstrate instruction of classes for crafts or projects
					6.5 Assist with special events
					6.6 Officiate sports events
					6.7 Demonstrate supervision of ongoing activities
					6.8 Demonstrate accepted opening and closing procedure for department
					6.9 Assist with program modifications and use of aids to permit participation of clients with disabilities
					6.10 Demonstrate evaluation procedures for activities, client enjoyment, etc.
					6.11 Demonstrate emotional support of client and the promotion of a positive attitude
					6.12 Assist clients with making crafts and decorations for seasonal holidays/special events
					6.13 Assist with decorating the facility
					7. Maintain Records
					7.1 Demonstrate use of computers and office equipment
					7.2 Maintain office equipment
					7.3 Assist with tracking doctor's orders for activity participation
					7.4 Maintain participant attendance records
					7.5 Assist with health records
					7.6 Assist with obtaining required releases and waivers from participants
					7.7 Assist with maintaining inventory records
					7.8 Assist with equipment rental forms
					7.9 Maintain log of daily activities