

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ACTIVITIES THERAPY AIDE

JOB DESCRIPTION

Employees in this job plan and perform therapeutically oriented activities and implement training programs for developmentally disabled, physically/socially handicapped, or mentally ill residents of state facilities. The employee's work may focus on either recreational or work skill programs.

Position Code Title - Activities Therapy Aide-E

Activities Therapy Aide 6

This is the entry level. The employee performs a range of Activities Therapy Aide assignments while learning the methods of the work.

Activities Therapy Aide 7

This is the intermediate level. The employee performs an expanding range of Activities Therapy Aide assignments in a developing capacity.

Activities Therapy Aide E8

This is the experienced level. The employee performs a full range of Activities Therapy Aide assignments and uses independent judgment to make decisions in specific work situations.

Position Code Title - Activities Therapy Aide-A

Activities Therapy Aide 9

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Activities Therapy Aides and performing experienced-level Activities Therapy Aide assignments.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

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.

Therapeutically-Oriented Activities:

Assists in teaching arts and crafts.

Works with residents, prisoners, students, or patients to develop skills needed for independent living.

Instructs residents, prisoners, students, or patients in areas of self-care.

Provides training and instruction in language or perceptual motor development.

Schedules and escorts residents, students, or patients on field and community learning trips.

Plans, schedules, coaches, and supervises athletic activities.

Plans hobby, craft, and other leisure activities.

Monitors and maintains the gymnasium, athletic area, and sports equipment.

Leads group musical activities.

Maintains records on performance, behavior, and progress of residents, students, or patients.

Maintains records of supplies and equipment related to the work.

Organizes and directs volunteer groups and students.

Performs related work and other tasks as assigned.

Training Activities:

Assists in coordinating and teaching a variety of work skill programs to residents, prisoners, students, or patients.

Evaluates residents', prisoners', students' or patients' work performance to determine quality of work and suitability for various types of employment.

Recommends assignments and work placements, within and outside the facility, for residents, students, or patients according to their abilities.

Instructs residents, prisoners, students, or patients in basic work techniques and supervises on-the-job performance.

Evaluate new jobs to determine the most efficient means of operation.

Maintains records on performance, production, behavior, and treatment progress of residents, prisoners, students, or patients.

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

Maintains payroll records.

Maintains records and completes minor repairs on equipment.

Overviews work quality, supplies, storage, and disbursements.

Performs related work and other tasks as assigned.

Additional Job Duties

Activities Therapy Aide 9 (Lead Worker)

Assigns work to team members.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

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

Knowledge of therapeutically-oriented activities and programs.

Knowledge of occupational hazards and safety precautions applicable to the work.

Knowledge of community organizations.

Ability to work well with facility residents, prisoners, students, or patients.

Ability to develop work projects, instruct residents, prisoners, students, or patients and inspire their interest.

Ability to evaluate residents', prisoners', students', or patients' progress.

Ability to prepare and maintain records related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Activities Therapy Aide 9 (Lead Worker)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Working Conditions

Some jobs are located in a correctional, mental health, or hospital facility.

Physical Requirements

None

Education

Education typically acquired through completion of high school.

Experience

Activities Therapy Aide 6

No specific type or amount is required.

Activities Therapy Aide 7

One year of experience equivalent to an Activities Therapy Aide 6.

Activities Therapy Aide E8

Two years of experience equivalent to an Activities Therapy Aide, including one year equivalent to an Activities Therapy Aide 7.

Activities Therapy Aide 9

Three years of experience equivalent to an Activities Therapy Aide, including one year equivalent to an Activities Therapy Aide E8.

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

ACTHRPADE

Job Code Description

ACTIVITIES THERAPY AIDE

Position Title

Activities Therapy Aide-E

Activities Therapy Aide-A

Position Code

ACTHADEE

ACTHADEA

Pay Schedule

U11-011

U11-013

RS

11/24/2024