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| PART I    | DEPARTMENT OF PERSONNEL SERVICES | 6.375 |
|           | STATE OF HAWAII                  | 6.376 |
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Class Specifications  
for the

RECREATIONAL THERAPIST SERIES

Series Definition:

This series includes all classes of positions the duties of which are to supervise or perform recreational therapy work in order to maintain the physical and/or mental health of patients and/or to achieve their physical and/or mental rehabilitation.

The Recreational Therapist works in conjunction with physicians, nurses, other therapists, social workers, psychologists and other professional and paraprofessional staff. They evaluate the history, interests, aptitudes, and skills of patients through interviews, tests and measurements and use such findings to develop an overall, individualized, therapeutic treatment plan.

From the overall, individualized, therapeutic treatment plan, Recreational Therapists develop therapeutic recreational treatment plans and approaches for each individual patient.

Both the overall and the recreational treatment plans and approaches are geared towards achieving objectives and goals; such as, diminishing emotional stress of patients, providing a sense of achievement, channeling energies and interests into acceptable forms of behavior, aiding physical and mental rehabilitation and, if possible, promoting successful community reentry. In addition to their medically prescribed therapy work, Recreational Therapists provide leisure-time activities that are designed to be purposeful and absorbing, of benefit to the patients in general and in line with specific treatment goals. Work is performed within the framework of agency policies and procedures, and references which include standard texts, professional journals and manuals.

Class levels in this series are distinguished by a combination of classification factors; such as, nature and scope of work, nature of supervision received and nature and extent of supervision exercised, all of which may not be applicable to every level.

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This is the first class specifications for the new classes  
RECREATIONAL THERAPIST I, II, III, IV, V.

DATE APPROVED: 6/26/84

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JAMES H. TAKUSHI  
Director of Personnel Services

RECREATIONAL THERAPIST I

6.375

Duties Summary:

Under close supervision of higher level staff, receives basic and initial training in the philosophy, principles and concepts of recreational therapy; performs prescribed and limited work assignments; observes, evaluates and reports on the condition and progress of patients; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry level trainee class in the Recreational Therapist Series. A position in this class receives basic training in the principles, methods and techniques of therapy as they apply to the field of recreation, in addition to orientation on program objectives and organizational relationships within the agency or department.

Orientation, training and work assignments are concurrent. Specific and detailed instructions are given on tasks and procedures to be performed and followed with work reviewed by higher level staff for compliance with instructions, thoroughness and proper application of methods and techniques in recreational therapy. Continual guidance is available from higher level staff on work in progress, including instructions on the submittal of completed work.

Cases assigned are simple and routine; however, for training purposes, the trainee is provided an opportunity to analyze, diagnose and evaluate cases, recommend a course of action and

carry out approved plans for treatment. Such training is designed to promote the systematic growth and development of the trainee in the professional field of recreational therapy.

Examples of Duties:

Attends orientation and training sessions; performs assigned reading; learns the philosophy, principles and concepts of therapy as they apply to the field of recreation and learns agency policies, procedures and regulations; establishes and maintains effective relationships with patients and other staff; communicates with patients and obtains information concerning their interests, attitudes, abilities and emotional and personality traits; reviews patients' case records, staff reports, physician's diagnosis and other clinical records; attends interdisciplinary team meetings as an observer and notes the discussions, evaluations conducted, as well as the development of an overall treatment plan for individual patients; under guidance from higher level staff, carries out approved therapeutic recreational treatment plans; teaches and guides patients in performing therapeutic recreational and leisure activities; observes and notes the behavior and attitudes of patients, evaluates their progress and prepares and submits necessary forms and reports; participates in institution wide activities such as the Aloha Week Program, Hawaii Special Olympics, Christmas Program, etc.; keeps records and maintains an adequate level of supplies and equipment; may drive vehicles to transport patients, supplies and equipment.

Knowledge and Abilities Required:

Knowledge of: Basic philosophies, concepts, principles, practices and techniques of recreation; normal human growth and development; basic social, psychological and emotional factors associated with special populations such as the physically and mentally ill and handicapped, emotionally disturbed, developmentally disabled, substance abused, psychosocially delinquent and the aging; group behavior; basic behavior modification principles and techniques; report and letter writing.

Ability to: Learn, interpret and apply the laws, rules and regulations pertinent to recreational therapy; learn and apply advanced principles, practices and techniques of recreational therapy; elicit pertinent information from patients and use it to

facilitate treatment; learn the interdisciplinary team process; carry out therapeutic recreational treatment plans and approaches; provide therapeutic recreational and leisure activities to patients and evaluate their progress; prepare reports and keep records; speak and write clearly and effectively; establish and maintain effective working relationships with patients, staff and others.

RECREATIONAL THERAPIST II

6.376

Duties Summary:

Performs a variety of simple to moderately complex work assignments in recreational therapy; under close supervision, carries out approved therapeutic recreational treatment plans; conducts therapeutic recreational and leisure activities; observes, evaluates and reports on the condition and progress of patients; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the advanced trainee level in the Recreational Therapist Series. A position in this class receives advanced training in the principles, methods and techniques of recreational therapy and their application to agency clientele. Training is conducted concurrently with the performance of work assignments.

Cases assigned range from simple to moderately complex; however, for training purposes, cases of a complex nature may be assigned under close supervision from higher level staff. Work assignments of a simple or routine nature are performed under general supervision, but more difficult and complex assignments are performed under close guidance and supervision. Completed work is reviewed by higher level staff for compliance with instructions, thoroughness and proper application of methods and techniques in recreational therapy.

Examples of Duties:

Attends training sessions and receives on-the-job training; performs assigned reading; applies recreational therapy philosophies, principles and concepts to actual work situations; carries out assignments in accordance with agency policies,

procedures and regulations; works at gaining patients' trust and cooperation to facilitate treatment activities; promotes positive, effective, on-going working relationships with other staff; communicates with patients and assesses their interests, attitudes, skills, abilities and emotional and personality traits; studies and evaluates patients' care records, staff reports, physician's diagnosis and other clinical records; attends interdisciplinary team meetings and on a limited basis, participates in the discussions, evaluations conducted and development of an overall treatment plan for individual patients; under guidance from higher level staff, develops individual therapeutic recreational treatment plans and approaches for various mentally and/or physically handicapped patients and carries out approved treatment plans; on an on-going basis, revises treatment plans and carries them out after approval from higher level staff; teaches and guides patients in performing therapeutic recreational and leisure activities; may instruct lower level therapists, paraprofessionals or others in conducting therapeutic recreational and leisure activities; observes and notes the behavior and attitudes of patients, evaluates their progress and prepares and submits necessary forms and reports; participates in institution wide activities such as the Aloha Week Program, Hawaii Special Olympics, Christmas Program, etc.; keeps records and maintains an adequate level of supplies and equipment; drives vehicles to transport patients, supplies and equipment.

Knowledge and Abilities Required:

Knowledge of: Advanced principles, practices and techniques of recreational therapy; normal human growth and development; a variety of social, psychological and emotional factors associated with special populations; such as, the physically and mentally ill and handicapped, emotionally disturbed, developmentally disabled, substance abused, psychosocially delinquent and the aging; group behavior; advanced behavior modification principles and techniques; report and letter writing.

Ability to: Understand and apply the laws, rules and regulations pertinent to recreational therapy; learn and apply a wide range of principles, practices and techniques of recreational therapy; elicit pertinent information from patients and use it to facilitate treatment; exercise limited participation in interdisciplinary team meetings; develop and carry out therapeutic recreational treatment plans and approaches

under guidance from higher level staff; conduct therapeutic recreational and leisure activities; evaluate patients' progress; prepare reports and keep records; speak and write clearly and effectively; establish and maintain effective working relationships with patients, staff and others.

RECREATIONAL THERAPIST III

6.377

Duties Summary:

Performs the full range of work assignments in recreational therapy; independently develops and carries out therapeutic recreational treatment plans; actively participates in interdisciplinary team meetings; conducts therapeutic recreational and leisure activities; observes, evaluates and reports on the condition and progress of patients; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the full journey worker level in the Recreational Therapist Series. A position in this class performs the full range of work, from simple to complex, in recreational therapy, with primary emphasis on the complex. The work is characterized by effective utilization of a wide range of recreational therapy skills and the exercise of informed professional judgment in the process of assisting patients in attaining measurable rehabilitative goals or objectives, individually established for each patient. The work typically involves interpreting and evaluating medical information, independently developing and carrying out an individual recreational therapy treatment plan, evaluating the patient's progress and determining when the patient has achieved treatment goals or objectives.

A position in this class is required to plan and organize activities so as to meet the needs of assigned patients. A position may provide recreational therapy services for assigned wards, buildings or the entire institution.

A position in this class receives general supervision from a higher level Recreational Therapist or the chief of a related discipline (e.g., Occupational Therapy). The supervisor normally exercises such supervision through regularly scheduled conferences and the review of records, reports, correspondence and other pertinent case materials. The purpose of the

supervisory conferences is to discuss difficult or problem cases, evaluate work effectiveness and provide guidance on the more difficult aspects of complex cases, as needed, and resolve interdisciplinary or administrative problems.

Examples of Duties:

Under general supervision, independently assesses the patients' interests, attitudes, skills, abilities and emotional and personality traits through consultation with other staff, review of reports and clinical records and through spending time with the patient to gain their trust and cooperation and establish rapport in communicating with them; promotes positive, effective, on-going working relationships with other staff; actively participates in interdisciplinary team meetings, providing input to discussions, evaluations and development of an overall treatment plan for individual patients; independently develops and carries out individual therapeutic recreational treatment plans and approaches for a wide range of mentally and/or physically handicapped patients; on an on-going basis, revises and carries out treatment plans; teaches and guides patients in performing therapeutic recreational and leisure activities; instructs lower level therapists, paraprofessionals or others in conducting therapeutic recreational and leisure activities; observes and notes the behavior and attitudes of patients, evaluates their progress and prepares and submits necessary forms and reports; participates in or plans, organizes and implements institution wide activities such as the Aloha Week Program, Hawaii Special Olympics, Christmas Program, etc.; develops and maintains harmonious contacts with community agencies in order to utilize community resources that would facilitate treatment plans and contribute to the general well-being of the patients; reviews and comments on policies, procedures, rules, regulations or other guidelines; keeps records and maintains an adequate level of supplies and equipment; drives vehicles to transport patients, supplies and equipment.

Knowledge and Abilities Required:

Knowledge of: A wide range of principles, practices and techniques of recreational therapy; a wide range of social, psychological and emotional factors associated with special populations; such as, the physically and mentally ill and handicapped, emotionally disturbed, developmentally disabled, substance abused, psychosocially delinquent and the aging; etc.;

group behavior; a wide range of behavior modification principles and techniques; report and letter writing.

Ability to: Interpret, explain and apply laws, rules and regulations pertinent to recreational therapy; apply an extensive range of principles, practices and techniques of recreational therapy; elicit pertinent information from patients and use it to facilitate treatment; actively participate in interdisciplinary team meetings; independently develop and carry out therapeutic recreational treatment plans and approaches; conduct and instruct others in conducting therapeutic recreational and leisure activities; evaluate patients' progress; prepare reports and keep records; speak and write clearly and effectively; establish and maintain effective working relationships with patients, staff and others.

RECREATIONAL THERAPIST IV

6.378

Duties Summary:

Plans, organizes, supervises and coordinates the recreational therapy and allied services of a health institution, and participates in recreational therapy and allied services; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the working supervisory level in the Recreational Therapist Series. A position in this class reflects the fully trained and experienced Recreational Therapist who spends a significant portion of the work time in direct performance of work typical of the class Recreational Therapist III and concurrently has full technical and administrative responsibility for the recreational therapy program of an institution and supervision of a small staff of 10 or less Recreational Therapists. The work also involves responsibility for allied services including leisure recreation, community relations, volunteer recreational services, recreational in service training for other agencies and personnel. The work is performed under the general supervision of an administrative position.

Examples of Duties:

Provides, as well as plans, organizes, directs and

coordinates, recreational therapy services; assigns work to subordinates and reviews their work; provides guidance and assistance to subordinates on the more difficult aspects of complex cases; interprets and explains policies, procedures, standards, rules, regulations and other operational guidelines relevant to recreational therapy; develops new or revised policies, procedures and other guidelines as needed; holds regular and special meetings with superiors, subordinates or other staff members to discuss workload status, problem areas and improvement measures; provides training to new employees; evaluates the work performance of subordinates and identifies areas for improvement; prepares reports and correspondence; develops and maintains harmonious relationships with community agencies in order to utilize available community resources to enhance the recreational therapy program; drafts budget requests and reviews and recommends approval or disapproval of requisitions for supplies and equipment; reviews and recommends personnel actions concerning promotions, demotions, leaves of absence, disciplinary matters, etc.; drives vehicles to transport patients, supplies and equipment.

Knowledge and Abilities Required:

In addition to the knowledge required for the Recreational Therapist III level, must have knowledge of an extensive range of principles, practices and techniques of recreational therapy; an extensive range of social, psychological and emotional factors associated with special populations as described in lower level classes; an extensive range of behavior modification principles and techniques; and available community resources.

In addition to the abilities required for the Recreational Therapist III level, must have the ability to learn and apply the principles and practices of supervision; develop new or revised policies, procedures, standards, etc.; foster harmonious community relationships which enhance the recreational therapy program; prepare budget requests and recommend personnel actions.

RECREATIONAL THERAPIST V

6.379

Duties Summary:

Plans, organizes, directs and coordinates the recreational therapy and allied services of a health institution; and performs

other related duties as assigned.

Distinguishing Characteristics:

This is the full supervisory level in the Recreational Therapist Series. A position in this class has full technical and administrative responsibility for the recreational therapy program, as well as supervisory responsibility over a substantial staff of subordinate therapists, paraprofessionals and others. The work includes conferring with superiors, subordinates and other treatment staff and community personnel to ensure that each patient is provided a planned and coordinated treatment program; assigning and scheduling work of subordinates; controlling quantity and quality of services provided; providing professional guidance to subordinates in the performance of work; assessing workload status, problem areas and implementing improvement measures; developing new or revising policies, procedures and other guidelines; planning and conducting training programs and tending to personnel matters. The work also involves responsibility for allied services including leisure recreation, community relations, volunteer recreational services and recreational in service training for other agencies and personnel. The work is performed under the general supervision of an administrative position.

Examples of Duties:

Plans, organizes, directs and coordinates recreational therapy services and activities; establishes work priorities and deadlines; develops work schedules, assigns work to subordinates and reviews their work; guides and assists subordinates in the more difficult aspects of complex cases; interprets and explains policies, procedures, standards, rules, regulations and other guidelines relevant to recreational therapy; holds regular and special meetings with subordinates to discuss workload status, problem areas and necessary improvement measures; evaluates subordinates' work performance, identifies areas for improvement and prepares job performance reports; plans and conducts training programs; keeps the higher level supervisor informed of program direction, problem areas and program accomplishments; develops new, revises existing and implements policies, procedures and other guidelines; develops and maintains harmonious relationships with community agencies in order to utilize available community resources to enhance the recreational therapy program; prepares reports and correspondence; prepares budget requests; reviews and

approves or disapproves requisitions for supplies and equipment; reviews, recommends or takes actions on personnel management matters; such as, promotions, demotions, hiring of new employees, leaves of absence, disciplinary matters, etc.; drives vehicles to transport patients, supplies and equipment.

Knowledge and Abilities Required:

In addition to the knowledge required for the Recreational Therapist IV level, must have knowledge of trends and developments in recreational therapy, administrative practices and procedures and budget preparation requirements.

In addition to the abilities required for the Recreational Therapist IV level, must have the ability to supervise and direct the work of subordinates and plan and conduct training programs.