

*Code: 5245*

*Title: THERAPEUTIC ACTIVITIES COORDINATOR*

**SUMMARY:** Plans, coordinates and evaluates therapeutic activity programs and supervises therapeutic staff.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, coordinates and evaluates individual and group therapeutic activity programs;  
Evaluates client therapeutic activity potential and develops individual therapeutic activities and care plans to address client needs;  
Reviews and maintains client therapeutic activity records and monitors progress;  
Ensures appropriate departmental procedures and safety policies are followed in a timely manner and within regulatory compliance guidelines;  
Maintains various records, logs and reports for audits and periodic reviews;  
Supervises, trains, coordinates, and evaluates therapeutic activity staff and volunteers and determines work assignments and schedules;  
Makes recommendations on staff hiring, termination and related personnel activities and initiates progressive discipline process as necessary;  
Develops and conducts staff training programs;  
Handles public inquiries to provide general information about the facility and therapeutic programs;  
Makes presentations, conducts facility tours, attends conferences, addresses groups and acts as a program representative;  
Orders and stores supplies, materials, and equipment used in therapeutic activities;  
Assists in the preparation of budget recommendations for therapeutic activity programs and monitors program expenditures;  
Utilizes an automated information system to prepare daily, periodic and special reports;  
Maintains specialized automated and manual files;  
May accompany clients to retail stores or make minor purchases for clients using client funds.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and policies of activity program administration;
- therapeutic activity needs and characteristics of special populations;
- therapeutic activities and equipment and the skills and abilities required for participation;
- individual and group behavior and establishing effective working relationships;
- principles and practices of supervision, training, and evaluation;
- county, state and/or federal laws, rules and/or regulations related to therapy;
- community resources available for special populations;
- applications of automated information systems.

Skill in:

- assessing resident/patient activity needs and developing therapeutic programs suitable to individual and group interests, needs, and capacities;
- establishing and maintaining effective working relationships with others;
- motivating interest in others to participate in therapeutic activities;
- communicating effectively, both orally and in writing;
- training, supervising, and evaluating staff;
- using automated information systems for clerical activities;
- preparing and writing reports.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A bachelor's degree from an accredited college or university in therapeutic recreation or a closely related area such as special education, rehabilitation, or recreation and two years of therapeutic activity experience within an extended care facility, rehabilitation facility, or hospital of which one year is in a lead or supervisory position.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OR

(2) Two years of employment as a Senior Therapeutic Activity Specialist with Pima County Government.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona driver's license may be required at time of appointment. CPR and First Aid certifications may be required within 6 months from date of appointment.

Physical/Sensory Requirements: This classification requires the ability to lift and carry up to 50 pounds. Any additional physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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Updated 05/15/09<sup>(gs)</sup>