

CSC Adopted: October 2001, CSC Revised: August 2007

Class Title: Therapeutic Recreation Specialist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Programs and implements recreational activities to meet the needs of individuals with physical, mental, emotional, and developmental disabilities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	M	Attends to the needs of clients and monitors activities by assisting clients during outings, resolving issues, addressing physical, social and emotional needs, handling emergencies if necessary, and supervising volunteers, staff and interns.
2	L	Plans and develops programs by surveying clients needs, coordinating special events and workshops, researching accessibility for outings, and contacting organizations by phone prior to outings.
3	H	Provides transportation and maintains the condition of vehicles by mapping out routes, picking up participants, loading, locking down, and unloading wheelchairs, and cleaning and scheduling vehicle repairs.
4	S	Performs administrative duties by submitting basic budget requests, opening and closing the facility, processing registration, preparing reports, processing paperwork, designing flyers and announcements, decorating bulletin boards, documenting assessments of each participant, developing goals and objectives, writing weekly progress notes, and maintaining and updating files.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent
Experience	Six months.
Certifications and Other Requirements	Valid Driver's License; Certified Therapeutic Recreation Specialist (CTRS), CPR/First Aid Certification, and AED Training within six months of employment.
Reading	Work requires the ability to read policies and procedures, program protocols, publications, registration forms, and medical and psychological information.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence, documentation, promotional materials, and discharge plans.
Managerial	Managerial responsibilities include planning and managing programs, allocating staff and supplies to meet program needs and scheduling staff hours and meetings.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the frequent direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action and appropriate behavior management skills.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, leading classes, community outings, pushing wheelchairs and other activities
Sitting	O	Computer, desk work, classes or activities, driving
Walking	F	Community outings, walking to/from facilities, picking up participants
Lifting	F	Wheelchair, recreation equipment, ceramic pieces, crafts, supplies, medical supplies, furniture
Carrying	F	Wheelchair, recreation equipment, ceramic pieces, crafts, supplies, medical supplies, furniture
Pushing/Pulling	F	Assisting wheelchair clients, ambulatory clients needing assistance up to 300 lbs
Reaching	F	Exercise, arts, crafts, bowling classes, feeding, locking in wheelchairs
Handling	C	Wheelchair, recreation equipment, ceramic pieces, crafts, supplies, medical supplies
Fine Dexterity	F	Computer keyboard, calculator, adding machine, wheelchairs, exercise, crafts
Kneeling	F	Assisting wheelchair participants, cleaning vans
Crouching	F	Assisting wheelchair participants, cleaning vans
Crawling	O	In emergency situations
Bending	F	Attaching wheelchair brakes, cleaning van, exercises
Twisting	F	Exercise classes
Climbing	C	Loading/unloading and cleaning van, step ladder
Balancing	F	Assisting participants to ambulate, loading/unloading van
Vision	C	Computer, reading, exercises and other activities, driving
Hearing	C	Communicating with personnel and general public, on telephone, meetings, classes
Talking	C	Communicating with personnel and general public, on telephone, meetings, classes
Foot Controls	C	Operation of lifts on wheelchairs, driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Fax machine, copy machine, telephone, cell phones, lifts on vans, manual lift pump, car jack, electric wheelchairs, kilns, microwave, stove/oven, TDD, operating 2 vans, calculator, shredder, air conditioners, heaters, fire extinguisher, first aid kits, arts/crafts tools, gas grill, stereo, laminator, adding machine, computer, laser or inkjet printer, scanner, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	W
Chemical Hazards	W	Extreme Temperatures	W
Electrical Hazards	M	Noise and Vibration	W
Fire Hazards	M	Fumes and Odors	D
Explosives	N	Wetness/Humidity	W
Communicable Diseases	D	Darkness or Poor Lighting	M
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	X

- (1)
- (2) Recreation Centers, Neighborhood centers, community trips, outside activities

PROTECTIVE EQUIPMENT REQUIRED:

Latex gloves, CPR mouth guard, oven mitts for kiln/stove, blood spill kits

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)