

## **DIRECTOR OF THERAPEUTIC RECREATION SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** The Director of Therapeutic Recreation is responsible for developing and implementing an activities program designed to meet the social, psychosocial and therapeutic needs of nursing home residents. This position plans, assigns, and directs the development of recreational, educational, cultural and arts and crafts programs meant to enhance the quality of residents' lives. The incumbent recruits, supervises and schedules activities of all volunteers within the facility as well as all staff assigned to the activities programs. The position involves public contact to promote support and understanding of facility programs and to attract members of the community willing to volunteer their services. General supervision is received from a higher level administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, coordinates, operates and supervises on-site and community recreational programs for residents;

Develops activities which promote social interaction, encourages cognitive processes, incorporates appropriate physical exercise, and includes all residents regardless of limitations;

Develops care plan goals for residents in compliance with federal and state regulations, and participates in interdisciplinary team and unit care conferences;

Recruits, selects, trains and supervises volunteers and staff assigned to activity and volunteer programs within the facility;

Monitors the activities of volunteer staff members and activity staff to ensure that the rights of residents are respected;

Promotes recreational programs by providing information to the media, presenting programs for interested groups, and designing a monthly activities calendar;

Responds to the diverse and individual needs of residents, and monitors resident satisfaction;

Develops and promotes recognition programs designed to improve relationships with volunteers and to acknowledge their services;

Coordinates volunteer efforts with those of other agencies which provide services;

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Assigns volunteers on the basis of interest, ability, availability, and department needs;

Works closely with supervisors and other staff to ensure continued effectiveness of the volunteer program and to evaluate the volunteer's contribution to the department's program;

Works closely with community resources concerned with diverse consumer populations, such as those with disabilities and the elderly or closely with the elderly, such as Special Olympics and Senior Games;

Oversees the transportation of residents to social activities programs inside and outside the nursing home facility;

Develops formal and informal staff educational in-service programs to provide the highest level of quality care possible to residents;

Monitors and oversees the schedule and services provided by the gift shop;

Monitors hairdresser/beautician contracted services; ensures facility policies and all laws, rules and regulations are followed, and monitors resident satisfaction of services;

Maintains a variety of records, writes periodic reports, including statistics, MDS, and medical record documentation.

Completes all required reporting procedures in a timely manner.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of therapeutic recreation practices, including thorough knowledge of disabilities and suitable activities for each special population;

Thorough knowledge of program planning and administration;

Thorough knowledge of concepts and rules of games of sport;

Ability to communicate effectively with program participants, the media and community organizations;

Ability to supervise and plan the work of others;

Ability to handle money, maintain ledger and other bookkeeping tasks;

Ability to inspire the best efforts of staff, volunteers, and participants;

Ability to maintain records and prepare oral and written reports;

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Ability to establish and maintain effective working relationships with volunteers, administrators and staff;

Enthusiasm;

Creativity;

Resourcefulness;

Tact.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma and either:

- A) Completion of a course of study approved by the New York State Education Department as qualifying for Occupational Therapist and licensure to practice as an Occupational Therapist in New York State OR
- B) Certified by the New York State Education Department as an Occupational Therapy Assistant; OR
- C) Certification or eligibility for certification, as a Therapeutic Recreation Specialist by a recognized accrediting body on or after August 1, 1989; OR
- D) Two years of experience in an age-appropriate social or recreational program within the last 5 years, 1 of which was full-time in a patient or resident activities program in a health care setting.

NOTE: Possession of a valid New York State Motor Vehicle Operator's license is required at time of appointment.

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