



ACTIVITY ASSISTANT

SCOPE OF WORK:

Work involves providing therapeutic and leisure activities to individuals under the care and treatment of a professional staff within a facility.

DUTIES PERFORMED AT ALL LEVELS:

- Assist individuals in performing activities such as arts and crafts, games, supervised social activities, etc.
- Accompany individuals on field trips and provide supervision of individuals to ensure safety, encourage participation, observe specific responses of clients/patients to activities, etc.
- Provide transportation for individuals to and from activity sites.
- Observe and document individual's responses to scheduled activity.
- Perform clerical and administrative tasks such as preparing notices, memos, bulletins and signs and maintaining classroom records.
- Maintain equipment and inventory of supplies.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

ACTIVITY ASSISTANT I
GRADE C

3108

LEVEL DEFINITION:

Work at this level involves assisting individuals in therapeutic and leisure activities.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires high school diploma or GED.

ACTIVITY ASSISTANT II
GRADE E

3109

LEVEL DEFINITION:

Work at this level involves coordinating and leading therapeutic and leisure activities.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide input at treatment team meetings regarding individual's activities.
- Coordinate the schedule of activities.
- Teach individual or team activities requiring specific skills such as swimming, painting, music, etc.
- Perform lead-worker duties involving Activity Assistant I's, student helpers, or staff of a similar level.

MINIMUM QUALIFICATIONS:

Requires high school diploma or GED and two years of work experience related to the care of clients/patients in a treatment or teaching environment.

Eff. Date: 11/74

Rev: 01/91 - Rewritten as part of factoring project

Rev: 12/96 - Rewritten in current format

Eff. Date: 10/08 – Updated minimum qualifications, duties, and scope, added level definition statements, and reviewed and updated factoring.

Rev: 07/12 – Conversion to Hay System