



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 3111
3112
3113

ACTIVITY THERAPIST

SCOPE OF WORK:

Work activities involve planning, designing, administering, and evaluating therapeutic activity programs for physically, developmentally, or mentally disabled persons.

DUTIES PERFORMED AT ALL LEVELS:

- Manage a caseload of clients and provide them with opportunities to participate in therapeutic activities designed to restore, reinforce, and enhance individual ability and health.
- Provide input to overall treatment plans; implement individual program plan and daily living needs to increase independence and self-sufficiency.
- Provide continuous evaluation of activity programs; document problems and concerns; research and develop the curriculum for assigned groups and present curriculum to supervisor for approval.
- Administer and/or supervise the self-administration of prescription and nonprescription medications to clients as ordered by the physician.
- Provide emergency crisis intervention services for clients as needed.
- Coordinate with other staff and agencies to promote new activities and/or enhance existing activities; initiate and oversee opportunities for community integration.
- Maintain administrative records.
- Participate in treatment team meetings and assist with or conduct training of others in therapeutic activity related work.
- May be required to manage the work activities of others and provide formal evaluations of their work performance.
- May serve as consultant and may be required to represent the work unit to other agencies and the general public.

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 THERAPIST I
GRADE H

3111

LEVEL DEFINITION:

Positions at this level manage a less complex caseload of clients under direct supervision of a higher level Activity Therapist.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in recreation therapy, occupational therapy, physical therapy, physical education, health and wellness, exercise science, exercise physiology, communication disorders, human resource management (human service track) social work, psychology, counseling, developmental disabilities, special education, vocational rehabilitation, nursing, sociology, elementary education, or child development and family science.

ACTIVITY THERAPIST II

3112

GRADE J

LEVEL DEFINITION:

Positions at this level independently manage a more complex caseload and perform admission assessments and treatment planning.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Network with community and regional facilities and organizations to gain access to events for clients; serve as liaison between agencies mutually serving the client.
- Participate in department and unit planning; develop and maintain programs.
- Implement day treatment activities for dual diagnosis clients.
- Provide consultation regarding program issues to residential and day treatment staff.
- Perform admission assessments and treatment planning on an independent basis.
- Provide home-based services to families with emphasis on parent training; organize and coordinate parent support meetings; provide follow up services for at-risk-children.
- Provide Individual Family Service Plan (IFSP) programming and coordination of services for caseload families.
- Coordinate and supervise interns, practicum students, and volunteers.
- Present educational programs on issues related to infant and early child development.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in recreation therapy, occupational therapy, physical therapy, physical education, health and wellness, exercise science, exercise physiology, communication disorders, human resource management (human service track), social work, psychology, counseling, developmental disabilities, special education, vocational, rehabilitation, nursing, sociology, elementary education, or child development and family science and one year of work experience working with special population groups. Or a master's degree in one of the fields listed above.

ACTIVITY THERAPIST III

3113

GRADE K

LEVEL DEFINITION:

Positions at this level manage the department, coordinate budget, and manage high-risk cases.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Coordinate all available programs.
- Provide and carry out staff training and ongoing staff management.
- Serve as the internal case manager for high-risk individuals and emergency counseling services.
- Participate in the trans-disciplinary assessment process by administering assessments using formal and informal tools for new referrals.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in recreation therapy, occupational therapy, physical therapy, physical education, health and wellness, exercise science, exercise physiology, communications disorders, human resource management (human service track) social work, psychology, counseling, developmental disabilities, special education, vocational rehabilitation, nursing, sociology, elementary education, child development and family science, and two years of directly related experience working with special population groups. Or a master's degree in one of the fields listed above and one year of directly related professional experience working with special population groups.

Eff. Date: 01/86

Rev: 01/00 – Word processing conversion

Rev: 04/02 – Update duties, scope, levels, and minimum qualifications

Rev: 07/12 – Conversion to Hay System

Rev: 07/15 – Addition of degree majors to minimum qualifications for all three classes