



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 3171
3172
3173

THERAPEUTIC RECREATION SPECIALIST

Individuals assigned to positions in this series perform duties associated with planning, designing, developing, administrating, and evaluating a program of therapeutic recreation services for physically, developmentally, or emotionally handicapped persons. Duties involve maintaining a caseload of clients and providing treatment, education, counseling, and guidance designed to restore, reinforce, and enhance individual ability and health; providing continuous evaluation of treatment programs; coordinating with other staff and agencies to promote community placement of clients; conducting on-going research to enhance treatment services; maintaining administrative records as required; ensuring availability of related services to clients; and participating in treatment team services as required by approved treatment plans. May be required to manage the activities of others and provide evaluations of performance, serve in a consultative role to others, and represent the work unit to other agencies and the public. Individuals may be required to perform other related duties commonly assigned to positions within this series.

The levels in this series are distinguished by the elements that reflect increased mental challenge and those which add to the accountability associated with the positions, together which relate to increased knowledge, skill, and ability needed to satisfactorily perform at a specific class level.

THERAPEUTIC RECREATION SPECIALIST I

3171

GRADE J

Responsibilities associated with this class consist of duties that are well defined and accomplished through the use of a variety of unrelated procedures, processes, or methods. Decisions involve the selection of tasks to be performed and procedures, processes, or methods to be used from among available choices. Guidelines are provided but require the use of judgement in selecting and applying those most appropriate. Responsibility for managing the work of others is not required or may be limited in scope or duration. Duties will be planned and accomplished as generally instructed and require the use of guidelines, previous experience, or accepted practices to resolve problems or unusual situations. Some indirect impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce an analysis, formal recommendation, or significant advice used by others in making decisions.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with performing therapeutic recreation services and related duties. Requires knowledge, skill, and abilities generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity that is recognized for Therapeutic Recreation Specialist Certification. A moderately high degree of interpersonal skill is required to be able to communicate with and motivate others in the satisfactory performance of duties and responsibilities.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in therapeutic recreation or recreation with emphasis in therapeutic recreation; or a bachelor's or higher degree with specific course requirements and work experience as established for the Professional Equivalency Path by the National Council for Therapeutic Recreation Certification (NCTRC). Certification or eligibility for certification as a Therapeutic Recreation Specialist – Professional is also required.

THERAPEUTIC RECREATION SPECIALIST II

3172

GRADE K

Responsibilities associated with this class consist of duties that are well defined and accomplished through the use of a variety of unrelated procedures, processes, or methods. Decisions involve the selection of tasks to be performed and the procedures, processes, or methods to be used from among available choices. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Responsibility for managing the work of others may be required; however, is limited in scope or duration. Duties will be planned and accomplished as generally instructed and require the use of guidelines, previous experience, or accepted practices to resolve problems or unusual situations. A specific impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce significant portions or decisions made in conjunction with others.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with performing therapeutic recreation services and involved in work unit program development and administrative responsibilities. Requires knowledge, skill, and abilities generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity that is recognized for Therapeutic Recreation Specialist Certification. A high degree of interpersonal skill is required to be able to communicate with, motivate,

and/or change behavior of others in the satisfactory performance of duties and responsibilities.

MINIMUM QUALIFICATIONS:

Requires a master's degree in therapeutic recreation or recreation with emphasis in therapeutic recreation; or a bachelor's degree in therapeutic recreation or recreation with emphasis in therapeutic recreation and one year of professional experience in therapeutic recreation; or a bachelor's or higher degree with specific course requirements and work experience as established for the Professional Equivalency Path by the National Council for Therapeutic Recreation Certification (NCTRC) and one year of professional experience in therapeutic recreation. Certification or eligibility for certification as a Therapeutic Recreation Specialist – Professional is also required.

THERAPEUTIC RECREATION SPECIALIST III
GRADE L

3173

Responsibilities associated with this class consist of duties that may vary depending on circumstances and are accomplished through the use of a variety of procedures, processes, or methods. Decisions involve analysis of the circumstances to determine tasks involved and selection of appropriate procedures, processes, or methods to accomplish the tasks. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Management responsibility includes directing the work of others involved in activities of the same or similar nature and generally working toward a common goal. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. A specific impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce significant portions of decisions made in conjunction with others.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with performing extensive therapeutic services and/or administrative management of work unit programs, activities, and staff. Requires knowledge, skill, and abilities generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity that is recognized for Therapeutic Recreation Specialist Certification. A high degree of interpersonal skill is required to be able to communicate with, motivate, and/or change behavior of others in the satisfactory performance of duties and responsibilities.

CLASS CODES: 3171
3172
3173

ND Class Specification
Therapeutic Recreation Specialist

MINIMUM QUALIFICATIONS:

Requires a master's degree in therapeutic recreation or recreation with emphasis in therapeutic recreation and one year of professional experience in therapeutic recreation; or a bachelor's degree in therapeutic recreation or recreation with emphasis in therapeutic recreation and two years of professional experience in therapeutic recreation; or a bachelor's or higher degree with specific course requirements and work experience as established for the Professional Equivalency Path by the National Council for Therapeutic Recreation Certification (NCTRC) and two years of experience in therapeutic recreation. Certification or eligibility for certification as a Recreation Specialist – Professional is required.

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