

MENTAL HEALTH RECREATION THERAPY COORDINATOR

NATURE OF WORK IN THIS CLASS

This is professional work involved in coordinating therapeutic recreational activities for the mentally disabled patients of the Department of Mental Health and Substance Abuse.

ILLUSTRATIVE EXAMPLES OF WORK

Coordinates therapeutic recreational activities for the mentally disabled patients.

Develops and implements activity policies, procedures and guidelines.

Confers with other medical personnel to assess and determine the phase of recreational activity to complement the total rehabilitative or treatment program.

Coordinates with other government agencies and the private sectors that may enhance such program activities; prepares program budget and required reports.

Initiates and recommends the development, acquisition, maintenance, expansion, and discontinuance of programs and equipment.

Maintains records and prepares administrative, therapeutic recreation and other related reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of therapeutic recreation in a mental health and substance abuse environment or related areas.

Ability to coordinate therapeutic recreation programs and activities for patients at mental health.

Ability to make decisions in accordance with appropriate program and departmental guidelines.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to evaluate program effectiveness and initiate/recommend changes in policy, procedures and operations to improve program effectiveness.

Ability to relate to mental health patients.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A) Two years of experience in coordinating therapeutic recreational activities with the mentally ill or emotionally disturbed individuals, and graduation from a recognized college or university with a Bachelor's degree in behavioral sciences, recreation, education, or related fields; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: October 1991
Pay Range: 46
Grade: K



FELIX P. CAMACHO
Executive Director
Civil Service Commission