

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date	
Employee Name	Division DSH-Patton, Rehabilitation Therapy Service			
Position No / Agency-Unit-Class-Serial	Unit			
Class Title Rehabilitation Therapist (Dance Movement)-Safety)	Location			
Subject to Conflict of Interest ☐ Yes ☐ No	CBID 19	Work Week Group:	Pay Differential	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions				
1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES To develop and implement rehabilitative programs and services through appropriate patient assessment, treatment, service planning, rehabilitation therapeutic activities, discharge planning and community reintegration by using the principles and practices of Rehabilitation Therapy (Art, Dance, Music, Occupational and Recreation) to develop, maintain, or restore physical, cognitive, emotional, leisure, and social competencies.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
25%	Program Evaluation and Development - Attend and participate in clinical meetings, morning meeting, shift change, and treatment planning conferences as required to review clinical matters such as questions about patient treatment cases, unit treatment issues, and other clinical issues as appropriate. - Works collaboratively with other Treatment Team members to develop and implement comprehensive treatment services that address the treatment needs of hospitalized patients. - Be available to Program Management and/or Supervising Rehabilitation Therapists for consultation regarding individual patients and input on assessment of patient population, treatment needs, treatment resources, and staff development needs. Provide consultation to the Program for any needs related to the discipline. Develop a treatment program based on identified patients' needs. Treatment programs are also based on patient strengths, interests, clinical team input, discharge criteria, individualized goals, and assessment. - Develop and update lesson plans for identified treatment program. - Evaluate provided treatment program effectiveness, modify as needed to meet patients' interests, and/or treatment goals and objectives.			
	Assessment, Planning and Evaluation Assess all patients assigned to caseload through patient interview, group/milieu observations, chart review and clinical meetings.			

30%	Complete required Rehabilitation Therapy Assessment(s) per service policy. • Develop individualized and measurable Rehabilitation Therapy treatment objectives based on assessment. Objectives address cognitive, biological, cultural, psychological, social and/or functional skills the patients need to overcome barriers to discharge and maximize a successful transition to the planned discharge setting. • Rehabilitation Therapy treatment objectives are incorporated into the patients individualized treatment plan and updated per policy. • Document patient progress related to Rehabilitation Therapy Treatment. Progress Notes include recommendations for new treatment objectives or interventions based on overall progress. • Ensure all Rehabilitation Therapy documentation for patients on caseload is current, accurate, signed/dated, and present in the medical record.
35%	Direct Services • Provide required hours for treatment (sessions) to all assigned patients. Groups will follow the principles of Bio Psychosocial Rehabilitation (BPSR), recognizing and integrating the patient's strengths, interests and therapeutic goals. Adhere to all requirements of group/individual session provision in accordance with facility policy and procedure. • Participate as appropriate in Ward Government and Therapeutic Community to provide information and promote a therapeutic milieu. • Provide individual or group orientation for all new patients regarding Rehabilitation Therapy programming. • Plan, coordinate and provide unit special events (e.g. recognition, holiday parties, nonviolent parties) to enhance the patient's quality of life while hospitalized. • Coordinate with patient activity coordinator/other patients and/or unit staff to plan supplemental activities for evenings and weekends. Provide supplies needed for activities. • Post a monthly calendar on the unit of all supplemental programming (including unit activities, special events, and Enhancement Services opportunities). • Help to promote and inform patients of other special events and activities available to them in the hospital (concerts, tournaments, religious services, cultural celebrations, etc...). • Complete and submit necessary paperwork for unit/program activities. • Maintain a safe and secure environment for patients and staff through professionalism and interdisciplinary collaboration in patient behavior management and in response to alarms, physical assaults, escape attempts, or other major patient related events. Follow standards for contraband items and adhere to hospital Administrative Directives and policies regarding safety standards. • Complete tool inventories for all supervised or controlled Rehabilitation Therapy supplies and update at least quarterly per Administrative Directive.

	Follow all safety standards outlined in the Rehabilitation Therapy Safety Plan, and Infection Control Policy.
10%	Professional, Resource, Training Functions and Other Duties - Attend and participate in, program specific, Rehabilitation Therapy Service, and other meetings as assigned. - Participate in professional development activities by completing all hospital mandated training as scheduled, attend applicable workshops, seminars, conferences, service off-sites, continuing education, individual study or other avenues of professional development. Attend and participate in all required program/service meetings. - Provide in-service education to other staff annually and document according to established procedures. - Complete necessary paperwork for purchase of equipment and supplies. Purchase, pick up and store all equipment and supplies per policy. Monitor and plan all RAP/PBF unit expenditures. - Identify and bring forth faulty equipment and general facility issues. - Maintain equipment cleaning logs for Rehabilitation Therapy equipment (e.g. popcorn, snow cone machines).
2.	SUPERVISION RECEIVED The Rehabilitation Therapist is under the administrative supervision of the Program Assistant and is clinically accountable to the Supervising Rehabilitation Therapist and ultimately to the Program Director/Chief, Rehabilitation Therapy Service.
3.	SUPERVISION EXERCISED Assist in training and supervision of interns when appropriate as assigned. Provide clinical guidance to other staff members who provide activity related groups that are planned by the Rehabilitation Therapy staff. Assist in the orientation and proctoring of new staff when appropriate or assigned.
4.	KNOWLEDGE AND ABILITIES KNOWLEDGE OF: With particular reference to Rehabilitation Therapy (Art, Dance, Music Occupational, and Recreation), the principles, procedures, techniques, trends, and literature of rehabilitation services, especially those relating to mental, physical, developmental, or geriatric disabilities; the process of restoration, maintenance and development of capabilities; principles of mental health education; scope and activities of private and public health and welfare agencies; characteristics of mental, emotional, physical, and developmental disorders; current trends in mental health, public health, and public welfare; federal and state programs in these fields. ABILITY TO: Utilize and effectively apply required technical knowledge; establish and maintain the confidence and cooperation of persons contacted in the workplace; secure accurate clinical data and record such data systematically; compose clear, accurate and concise reports; interpret statistical data; analyze situations accurately and take effective action; communicate effectively.

5. REQUIRED COMPETENCIES INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards. CPR Maintains current certification. AGE SPECIFIC Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories: ☐ Young Adult (18-29) ☐ Early Adult (30-50) ☐ Late Adult (51-79) ☐ Geriatric (80+) THERAPEUTIC STRATEGIES AND INTERVENTIONS (TSI) Applies and demonstrates knowledge of correct methods of TSI. RESTRAINT/SECLUSION Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion. CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively. SITE SPECIFIC COMPETENCIES Demonstrate knowledge, awareness and competencies of Rehabilitation Therapy modalities. Used with the specific forensic population being treated. TECHNICAL PROFICIENCY (SITE SPECIFIC) Demonstrate awareness of site-specific technical competencies.
6. LICENSE OR CERTIFICATION It is the employee's responsibility to maintain a current license, credential, or required certification/registration pertinent to their classification as required. Any failure to do so may result in termination from Civil Service.
7. TRAINING The employee is required to keep current with the completion of all mandated training.
8. WORKING CONDITIONS EMPLOYEE MUST:

- Adhere to their designated work schedule and follow procedures for reporting absences and tardiness;
- Maintain a professional appearance according to hospital policy;
- Maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public;
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Other
Information

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee Signature

Print Name

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Clinical Supervisor Signature

Print Name

Date

Program Management
Supervisor Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date