

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) -220-4870-902				
UNIT NAME AND CITY LOCATED Mental Health		CLASSIFICATION TITLE Student Assistant				
		WORKING TITLE Student Assistant – Recreation Therapy Intern, Correctional Facility				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the general direction of the Recreation Therapist, Correctional Facility (CF), the Student Assistant – Recreation Therapy (RT) Intern, Correctional Facility (CF), develops, implements, and evaluates therapeutic recreation programs for patients within California Department of Corrections and Rehabilitation institutions. The Student Assistant – RT Intern, CF, completes recreation therapy assessments, progress notes, monitors group attendance; facilitates and motivates patients in recreation therapy groups, incorporates therapeutic recreational activities into treatment plans; monitors the effectiveness of therapeutic recreational group programs, audits recreation therapy supplies, participates in the Interdisciplinary Treatment Team, and collaborates with mental health care staff.						
% 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. <i>(Use addition sheet if necessary)</i>					
ESSENTIAL FUNCTIONS						

25%	Meetings with the Recreation Therapist, CF, for a minimum of one hour per week; discusses the weekly training curriculum; addresses questions and concerns; resolves any challenges; reviews learning experiences. Conducts recreation therapy assessments. Participates as a member of an Interdisciplinary Treatment Team and collaborates with mental health care staff about patient care and quality management. Participates in Recreation Therapy committee meetings.
25%	Develops, presents, and evaluates therapeutic recreational group programs for patients. Monitors the effectiveness of therapeutic recreational group programs and ensures they are relevant to developing daily living skills, communications skills, physical exercise, and attaining treatment goals. Encourages patient participation in the treatment program. Instruct patients in leisure awareness and leisure counseling, provide therapy that promotes wellness; designs and delivers recreational therapeutic activities to decrease patient symptoms, and fosters interest in hobbies and positive forms of alternative recreation. Encourages mind-body wellness through health, nutrition, physical activities, and groups, as well as instructs in relaxation and stress reduction techniques. Offers self-expression through art and writing groups. Monitors group attendance, inspects recreation therapy supplies before and after each group, and completes daily progress notes.
20%	Utilizes one of the Recreation Therapy service delivery models (i.e. Leisure Ability, Health Protection/ Health Promotion, Health and Well-Being Model, etc.) for this patient population in a presentation to the Mental Health staff; researches the service delivery model; provides supporting historical data and data analysis pertaining to the service delivery model; prepares and presents the service delivery model containing the purpose, benefits, disadvantages, and projected outcome. In conjunction with the Recreation Therapist, CF, manages the Peer Recovery Program and supervises the incarcerated mentors; provides training sessions to the incarcerated mentors on various Mental Health topics; weekly meetings with the incarcerated mentors to discuss work assignments, schedules, challenges, and concerns; monitors incarcerated mentors' work hours and completes accounting functions for payroll.
20%	Provides observation and ongoing assessment of patient's behavior and treatment progress, and communicates them to the appropriate members of the mental health care team. In the case of potential suicidal and homicidal ideation, makes timely referrals to mental health clinicians.
5%	Maintains a safe and secure work environment. Follows all safety precautions, ensures related department policies and procedures are followed, and reports any unusual occurrences, accidents and incidents relating to risk management, unsafe equipment, or inappropriate conduct and/or activity to management.
5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Theory and practice of mental and physical rehabilitation of mentally, physically and developmentally disabled incarcerated patients; therapeutic principles and techniques of group therapy and individual activities used in the application and leadership of therapeutic recreation; various types of recreation and leisure activities and providing facilitation and instruction of these activities; basic pathology of diseases and disabilities resulting in psychological, physical or organic conditions of the incarcerated patient; recreation therapy assessment, treatment planning and implementation, and monitoring of treatment progress; risk factors for suicidal behavior and need for referrals when suicidal or potentially violent behavior is identified. <i>Ability to:</i> Lead various types of recreation and leisure activities; communicate effectively to provide information and consultation on recreational therapy activities to staff, health care providers, incarcerated patients, and others; instruct incarcerated patients in basic leisure activities; regularly assess and monitor treatment progress and outcomes in a recreational

therapeutic environment; analyze situations accurately and adopt an effective course of action; establish and maintain cooperative interrelationships with individuals and groups, including community and volunteer groups; use motivational techniques to encourage incarcerated patient participation in the treatment program. Comply with the professional Code of Ethics established by the American Therapeutic Recreation Association (ATRA).

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated individuals. Assignments may include sole responsibility for the supervision of the incarcerated and/or the protection of personal and real property.

SPECIAL PERSONAL CHARACTERISTICS

Empathetic understanding of patients of a State correctional facility including physically, mentally and developmentally disabled persons; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience; and emotional stability.

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE