

**SECURE TREATMENT PROGRAM (STP) MANUAL**  
*Providing Quality Treatment Services within a Secured Environment*

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May 2026

Management

Section I -34

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**JOB TITLE:** Rehabilitation Therapist (Music/Recreation/Art/Dance) - Safety

**General Statement of Duties:** Recreation/Music/Art/Dance Therapy uses recreational/music/art/dance activities and leisure resources to improve health and quality of life. These leisure opportunities will focus on helping the individual develop motor skills, social skills, and sensory functioning, needed for community integration. Through leisure counseling and activities, individuals are encouraged to make healthy decisions to cope with stress, emotions, and peers. Activities are used to develop skills in leadership, teamwork, sportsmanship, self-esteem, and to help maintain individuals' social, cognitive, physical, and emotional well-being. Rehabilitation Therapists will apply therapeutic habilitation knowledge, activities, and techniques to the problems of mental or intellectual disabilities found in adults; assess individual needs, determine appropriate habilitative/rehabilitative objectives, and develop activities to meet these objectives; work with members of the interdisciplinary team (IDT) to reinforce other treatment modalities; re-evaluate these plans on a regular basis.

**Supervision Received:** Under the direction of a Program Assistant.

**Supervision Exercised:** May be asked to supervise interns that are studying the field of Rehabilitation Therapy.

**Typical Working Conditions:** Regular interaction with individuals and staff in monitoring provision of direct services and other conditions common to on and off unit training environments. Staying at work area for periods of time on a unit or training site where an individual may be receiving training or services. Work is performed at a level that requires the individual to be constantly alert. May spend time performing custody tasks which includes escorting forensic individuals in the facility, which may include driving a State vehicle (golf cart, van, car, etc.); counting, distributing, and accounting for all utensils or other equipment/tools to prevent their use as weapons; inspecting facilities to identify security breaches that could lead to the escape of a forensic individual; and observing and intervening in forensic individual behavior that may injure people, damage property, or signal impending escape attempts. Provides group therapy in recreation, music therapy and other areas as needed to a group of individuals. Provides 1:1 therapy to individuals(s) identified in crisis. May be required to work with individuals with identified problems of aggression. Working conditions may lead to exposure to communicable diseases and other conditions common to a clinical/nursing environment. Must participate in meetings and conferences and other conditions common to an office environment and make effective use of equipment for report writing and data collection. Provides/supervises a community outing plans/supervises program wide activity.

**Physical Demands:** Escorting individuals to different areas on/off campus-appointments/scheduled trips- which may involve driving a State vehicle (golf cart, van, car, etc.), standing for periods of time in different areas of the unit, training sites- (classrooms, work areas). Responds to all behavioral and medical interventions as required. Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement, and during mentally and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic individuals, or the public.

**Performance Requirements:**

**Knowledge, Skills, and Abilities**

**Knowledge of:** the principles, procedures, techniques, trends and literature of rehabilitation services, especially those relating to mental or developmental disabilities; the process of restoration and development of capabilities, principles of mental health education; scope and activities of private and public health and welfare agencies; characteristics of mental, emotional and developmental disorders; current trends in mental health, public health and public welfare; Federal and State program in these fields.

**Ability to:** Utilize and effectively apply required technical knowledge; establish and maintain the confidence and cooperation of persons contacted in the work; 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.

**ESSENTIAL DUTIES**

**60%**

**Direct Services/Treatment Activities**

- ❖ Plans/organizes/implements program wide activities.
- ❖ Provides group therapy to designated group of individuals.
- ❖ Directs and provides physical exercise/music therapy opportunities for assigned individuals.
- ❖ Provides therapy (including 1:1 therapy) to identified individuals in recreation; in social skills, music therapy, leisure education, leisure skills, problem solving and other groups.
- ❖ Attends annual IPP, IPP specials and initial Transition planning meetings for all individuals assigned.
- ❖ Provides, plans, and supervises community outings.
- ❖ 25 hours minimum per week of Direct Individual Care.

**TYPICAL TASKS**

**25%**

**Documentation**

- ❖ Completes an initial leisure assessment within 25 days of admission for all assigned individuals.
- ❖ Completes an annual update of the leisure assessment no more than 45 days or less than 30 days prior to annual conference for each person.
- ❖ Completes other assessments as needed.
- ❖ Completes documentation on individual's leisure activities, therapy groups, and outings, as needed and appropriate.

**10%**

**Committees/Meetings/training/ Prof Activities**

- ❖ Attends and actively participates in the ID Team process (including unit meetings and Program and Rehabilitation Organizational Monthly Meetings).
- ❖ Attends Professional Practice group meetings monthly.
- ❖ Maintain current CPR, First Aid, CMIT and Defensive Driving as indicated and other annual training per facility requirement.
- ❖ Participate in a minimum of 36 hours of required in service training annually for specific discipline.
- ❖ Participate in a minimum of 20 hours of Water Safety every three years.

**5%**

**Indirect Services/other Administrative Duties/Assignments.**

- ❖ Assist unit Personnel in planning/organizing leisure activities for the individuals.
- ❖ Provide assistance and consultation to unit staff; concerning all areas of recreation and leisure, including but not limited to documentation planning of on and off grounds activities and providing items for on and off unit activities.
- ❖ Assures that their assigned unit has sufficient and appropriate leisure time materials/supplies and an ongoing activities program that is varied and involves all individuals.
- ❖ Provide supervision of interns.
- ❖ May be utilized to shop for individual purchase orders.
- ❖ Other services as needed and directed by program management.

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Employee Printed Name

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Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

