Employee Name:

DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
NAPA STATE HOSPITAL

JOB CLASSIFICATION: REHABILITATION THERAPIST, STATE FACILITIES (ART – SAFETY)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

To provide rehabilitative programs and services through appropriate individual assessment, treatment, service planning, therapeutic activities, discharge planning and community reintegration by using the principles and practices of these disciplines to develop, maintain, or restore physical, emotional, and social competencies.

25% Diagnosis and Treatment/Instruction - Rehabilitation Therapy

Assesses and recommends individualized planned scheduled treatment for mental and/or physical disabilities.

Plans and conducts group and individual rehabilitation therapy and uses other modalities as clinically privileged.

Plans, coordinates, facilitates, and documents the unit Leisure/Activity Program from which the individual's Activity Plan is developed.

25% Diagnosis and Treatment/Instruction - Art Therapy

Plans, organizes and develops an art therapy program designed to meet the individually assessed needs of individuals.

Administers art therapy evaluations to selected individuals to determine needs in conjunction with rehabilitation therapy evaluations.

Develops appropriate individualized goals and objectives for individuals based on information concerning individual's mental, emotional, perceptual, cognitive, physical and social level of functioning gleaned from the art therapy procedure, and individual's case history.

Implements the individual's treatment plan by providing individual, group and/or family art therapy treatment.

10% Clinical Management

Participates as a member of the interdisciplinary team and offers information on individual's attendance, response, and progress in meeting treatment goals and objectives.

Consults with other disciplines to meet specific needs of the individuals.

5% Professional Development

Attends monthly Rehabilitation Therapy Professional Practice Group meetings and participates on one Rehabilitation Therapy Professional Practice Group Committee or hospital-wide committee.

Attends hospital-wide Art Therapy meetings.

Participates in in-hospital training and staff development.

Provides annual in-service training to unit staff related to the Unit Activity Program. Documents training appropriately.

Provides annual Art Therapy in-service for program staff and the RTPPG.

10% Documents individuals' response and progress as required and as clinically indicated.

10% Requisitions supplies, equipment, and funds.

% May provide functional supervision and instruct Art Therapy interns, as privileged.

Provides Proctorship for providers during the Conditional Privileges period.

10% Other related duties as required.

% **SITE SPECIFIC DUTIES**

5% **TECHNICAL PROFICIENCY**

2. SUPERVISION RECEIVED

The Rehabilitation Therapist functions under the clinical supervision of the Supervising Rehabilitation Therapist, and the administrative supervision of the Program Assistant. The Rehabilitation Therapist will follow the rules and regulations of the Rehabilitation Therapy Professional Practice Group, the bylaws of the Medical Staff, and Program/Hospital policies and procedures.

3. SUPERVISION EXERCISED

The Rehabilitation Therapist may functionally supervise interns of their specific discipline as privileged.

The Rehabilitation Therapist may provide Proctorship established for clinical supervision of providers during the Conditional Privileges period, having met criteria (See RTPPG Manual).

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:
With particular reference to art therapy, 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 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.

5. REQUIRED COMPETENCIES

SAFETY
Actively supports a safe and hazard free workplace through practice of personal

safety and vigilance in the identification of safe or security hazards, including infection control.

AGE SPECIFIC
Provides services commensurate with age of individuals being served. Demonstrates knowledge of growth and development of the following age categories:
☐ Pediatric ☐ Adolescent ☒ Adult (18-54) ☐ Geriatric (55 & up)

- Age specific competencies for this classification are identified and validated through the privileging process.

THERAPEUTIC STRATEGIES AND INTERVENTIONS
Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (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
Maintain full or provisional privileges through the Medical Staff or Conditional Privileges with Proctorship by providers who meet established criteria (See RTPPG Manual).

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a Master's Degree in Art Therapy or in Art with emphasis in Art Therapy, or registration with the American Art Therapy Association, or eligibility for such registration.

7. TRAINING - Training Category = A-1

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, individuals and the public; and
- 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.

Employee Signature	Print Name	Date
Supervisor Signature	Print Name	Date
	Camille Gentry	8/3/26
Reviewing Supervisor Signature	Print Name	Date

Employee Name:

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – NAPA

JOB CLASSIFICATION: REHABILITATION THERAPIST, STATE FACILITIES (RECREATION – SAFETY)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

To provide rehabilitative programs and services through appropriate patient assessment, treatment, service planning, therapeutic activities, discharge planning and community reintegration by using the principles and practices of these disciplines to develop, maintain, or restore physical, emotional, and social competencies.

20% **Diagnosis and Treatment/Instruction - Rehabilitation Therapy**

Assesses and recommends individualized planned scheduled treatment for mental and/or physical disabilities.

Plans and conducts group and individual rehabilitation therapy and uses other modalities as clinically privileged.

Plans, coordinates, facilitates, and documents the unit Leisure/Activity Program from which the patient's Activity Plan is developed.

20% **Diagnosis and Treatment/Instruction - Recreation Therapy**

Provides direct services through planned recreation therapy programs such as: Sensory stimulation, education, money management, recreation, social skills development, community re-orientation or re-entry, leisure education, leisure counseling, physical activity, sports, creative arts, pre-vocational groups, vocational opportunities, and life skills groups designed to help develop or regain mental and/or physical functioning and to adjust to their disabilities.

Teaches the skills and techniques required for participation in leisure activities; and evaluates patient's progress, attitudes and behavior as related to their rehabilitation potential.

Educates patients regarding leisure resources, identifies

***Bolded duties have been identified as Essential Functions.**

interests and develops individual Leisure/Activity plans as part of the patient's treatment plan.

Maintains physical and mental functioning of patients through Recreation Therapy where rehabilitation is not possible.

20% **Clinical Management**

Participates as a member of the interdisciplinary team and offers information on patient's attendance, response, and progress in meeting treatment goals and objectives.

Consults with other disciplines to meet specific needs of the patients.

10% **Professional Development**

Attends monthly Rehabilitation Therapy Professional Practice Group (RTPPG) meetings and participates on one RTPPG Committee or hospital-wide committee.

Attends hospital-wide Recreation Therapy meetings.

Participates in in-hospital training and staff development.

Provides annual Recreation Therapy in-service for program staff and RTPPG and in-service training to unit staff related to the Unit Activity Program, as needed. Documents training appropriately.

10% **Documents patients' response and progress as required and as clinically indicated.**

10% **Requisitions supplies, equipment, and funds.**

% **May provide functional supervision and instruct Recreation Therapy interns, as privileged.**

Provides Proctorship for providers during the Conditional Privilege period.

10% Other related duties as required.

% **SITE SPECIFIC DUTIES**

***Bolded duties have been identified as Essential Functions.**

% **TECHNICAL PROFICIENCY**

2. SUPERVISION RECEIVED

The Rehabilitation Therapist functions under the supervision of the Supervising Rehabilitation Therapist. The Rehabilitation Therapist will follow the rules and regulations of the RTPPG, the bylaws of the Medical Staff, and Program/Hospital policies and procedures.

3. SUPERVISION EXERCISED

The Rehabilitation Therapist may functionally supervise interns of their specific discipline as privileged.

The Rehabilitation Therapist may provide Proctorship established for clinical supervision of providers during the Conditional Privileges period, having met criteria (See RTPPG Manual).

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:
With particular reference to recreation therapy, the principles, procedures, techniques, trends, and literature of rehabilitation services, especially those relating to developmental, mental, or physical disordered offenders; 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; and, 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 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; and, communicate effectively.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

AGE SPECIFIC
Provides services commensurate with age of patients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☒ Adult (18-54) ☒ Geriatric (55 & up)

- Age specific competencies for this classification are identified and validated through the privileging process.

THERAPEUTIC STRATEGIES AND INTERVENTIONS
Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (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
Maintain full or provisional privileges through the Medical Staff or Conditional Privileges with Proctorship by providers who meet established criteria (See RTPPG Manual).

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess the equivalent to graduation from a recognized college with major work in therapeutic recreation, or in recreation with an emphasis in therapeutic recreation, or certification as a registered recreator with specialization in therapeutic recreation by the California Board of Park and Recreation Personnel, or the National Therapeutic Recreation Society, or eligibility for such certification.

7. TRAINING - Training Category = **A**

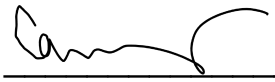
The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- 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.

Employee Signature	Print Name	Date
Supervisor Signature	Print Name	Date
	Camille Gentry	8/3/26
Reviewing Supervisor Signature	Print Name	Date

Employee Name:

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – NAPA

JOB CLASSIFICATION: REHABILITATION THERAPIST, STATE FACILITIES (MUSIC – SAFETY)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

To provide rehabilitative programs and services through appropriate patient assessment, treatment, service planning, therapeutic activities, discharge planning and community reintegration by using the principles and practices of these disciplines to develop, maintain, or restore physical, emotional, and social competencies.

25% **Diagnosis and Treatment/Instruction - Rehabilitation Therapy**

Assesses and recommends individualized planned scheduled treatment for mental and/or physical disabilities.

Plans and conducts group and individual rehabilitation therapy and uses other modalities as clinically privileged.

Plans, coordinates, facilitates, and documents the unit Leisure/Activity Program from which the patient's Activity Plan is developed.

25% **Diagnosis and Treatment/Instruction - Music Therapy**

Assesses patient's abilities, interests and possible benefits from music therapy.

Develops and implements music therapy programs.

Provides music therapy groups and individual sessions involving both verbal and non-verbal modes of therapy.

10% **Clinical Management**

Participates as a member of the interdisciplinary team and offers information on patient's attendance, response, and progress in meeting treatment goals and objectives.

Consults with other disciplines to meet specific needs of the patients.

5% **Professional Development**

Attends monthly Rehabilitation Therapy Professional Practice Group (RTPPG) meetings and participates on one RTPPG Committee or hospital-wide committee.

Attends hospital-wide Music Therapy meetings.

Participates in in-hospital training and staff development.

Provides annual Music Therapy in-service for program staff and RTPPG, and annual in-service training to unit staff related to the Unit Activity Program, as needed. Documents training appropriately.

15% Documents patients' response and progress as required and as clinically indicated.

10% Requisitions supplies, equipment, and funds.

% May provide functional supervision and instruct Music Therapy interns, as privileged.

Provides Proctorship for providers during the Conditional Privilege period.

10% Other related duties as required.

% **SITE SPECIFIC DUTIES**

% **TECHNICAL PROFICIENCY**

2. SUPERVISION RECEIVED

The Rehabilitation Therapist functions under the supervision of the Supervising Rehabilitation Therapist. The Rehabilitation Therapist will follow the rules and regulations of the RTPPG, the bylaws of the Medical Staff, and Program/Hospital policies and procedures.

3. SUPERVISION EXERCISED

The Rehabilitation Therapist may functionally supervise interns of their specific discipline as privileged.

The Rehabilitation Therapist may provide Proctorship established for clinical

supervision of providers during the Conditional Privileges period, having met criteria (See RTPPG Manual).

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:
With particular reference to music therapy, the principles, procedures, techniques, trends, and literature of rehabilitation services, especially those relating to developmental, mental, or physical disordered offenders; 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; and, 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 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; and, communicate effectively.

5. REQUIRED COMPETENCIES

SAFETY
Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

AGE SPECIFIC
Provides services commensurate with age of patients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☒ Adult (18-54) ☐ Geriatric (55 & up)

- Age specific competencies for this classification are identified and validated through the privileging process.

THERAPEUTIC STRATEGIES AND INTERVENTIONS
Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (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
Maintain full or provisional privileges through the Medical Staff or Conditional Privileges with Proctorship by providers who meet established criteria (See RTPPG Manual).

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess the equivalent to graduation from a recognized college with major work in music therapy, or registration with the American Music Therapy Association (AMTA), or eligibility for such registration.

7. TRAINING - Training Category = **A**

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- 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.

Employee Signature	Print Name	Date
Supervisor Signature	Print Name	Date
Reviewing Supervisor Signature	Camille Gentry Print Name	8/25/25 Date

Employee Name:

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – NAPA

JOB CLASSIFICATION: REHABILITATION THERAPIST, STATE FACILITIES (DANCE – SAFETY)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

To provide rehabilitative programs and services through appropriate patient assessment, treatment, service planning, therapeutic activities, discharge planning and community reintegration by using the principles and practices of these disciplines to develop, maintain, or restore physical, emotional, and social competencies.

25% **Diagnosis and Treatment/Instruction - Rehabilitation Therapy**

Assesses and recommends individualized planned scheduled treatment for mental and/or physical disabilities.

Plans and conducts group and individual rehabilitation therapy and uses other modalities as clinically privileged.

Plans, coordinates, facilitates, and documents the unit Leisure/Activity Program from which the patient's Activity Plan is developed.

20% **Diagnosis and Treatment/Instruction - Dance Therapy**

Plans, organizes, and develops dance therapy programs designed to meet the individually assessed needs of patients.

Administers dance therapy evaluations to selected patients to determine their needs in conjunction with the rehabilitation therapy evaluations.

Develop appropriate individualized goals and objectives for patients, based on information concerning patient's mental, emotional, perceptual, cognitive, physical, and social level of functioning as clinically indicated through the Dance Therapy process.

Instructs in stress reduction and relaxation, body alignment and posturing.

Designs and implements special creative arts projects within the qualifications of the therapist, e.g., theater troupes, dramatic presentations, program dance performances.

Implements the patient's treatment plan by providing individual and/or group dance therapy treatment.

15% **Clinical Management**

Participates as a member of the interdisciplinary team and offers information on patient's attendance, response, and progress in meeting treatment goals and objectives.

Consults with other disciplines to meet specific needs of the patients.

10% **Professional Development**

Attends monthly Rehabilitation Therapy Professional Practice Group (RTPPG) meetings and participates on one RTPPG Committee or hospital-wide committee.

Attends hospital-wide Dance Therapy meetings.

Participates in in-hospital training and staff development.

Provides annual Dance Therapy in-service for program staff and RTPPG, and annual in-service training to unit staff related to the Unit Activity Program, as needed. Documents training appropriately.

20% Documents patients' response and progress as required and as clinically indicated.

5% Requisitions supplies, equipment, and funds.

% May provide functional supervision and instruct Dance Therapy interns, as privileged

Provides Proctorship for providers during the Conditional Privilege period.

5% Other related duties as required.

% **SITE SPECIFIC DUTIES**

% **TECHNICAL PROFICIENCY**

2. SUPERVISION RECEIVED

The Rehabilitation Therapist functions under the supervision of the Supervising Rehabilitation Therapist. The Rehabilitation Therapist will follow the rules and regulations of the RTPPG, the bylaws of the Medical Staff, and Program/Hospital policies and procedures.

3. SUPERVISION EXERCISED

The Rehabilitation Therapist may functionally supervise interns of their specific discipline as privileged.

The Rehabilitation Therapist may provide Proctorship established for clinical supervision of providers during the Conditional Privileges period, having met criteria (See RTPPG Manual).

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:
With particular reference to dance therapy, the principles, procedures, techniques, trends, and literature of rehabilitation services, especially those relating to developmental, mental, or physical disordered offenders; 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; and, 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 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; and, communicate effectively.

5. REQUIRED COMPETENCIES

SAFETY
Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

AGE SPECIFIC
Provides services commensurate with age of patients. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☒ Adult (18-54) ☐ Geriatric (55 & up)

Age specific competencies for this classification are identified and validated through the privileging process.

THERAPEUTIC STRATEGIES AND INTERVENTIONS
Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (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
Maintain full or provisional privileges through the Medical Staff or Conditional Privileges with Proctorship by providers who meet established criteria (See RTPPG Manual).

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a Master's degree in Dance Therapy, or registration with the American Dance Therapy Association, or eligibility for such registration.

7. TRAINING - Training Category = **A**

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;

- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- 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.

Employee Signature	Print Name	Date
Supervisor Signature	Print Name	Date
	Camille Gentry	8/3/26
Reviewing Supervisor Signature	Print Name	Date

Employee Name:

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – NAPA

JOB CLASSIFICATION: REHABILITATION THERAPIST, STATE FACILITIES (OCCUPATIONAL – SAFETY)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

To provide rehabilitative programs and services through appropriate patient assessment, treatment, service planning, therapeutic activities, discharge planning and community reintegration by using the principles and practices of these disciplines to develop, maintain, or restore physical, emotional, and social competencies.

20% **Diagnosis and Treatment/Instruction - Rehabilitation Therapy**

Assesses and recommends individualized planned scheduled treatment for mental and/or physical disabilities.

Plans and conducts group and individual rehabilitation therapy and uses other modalities as clinically privileged.

Plans, coordinates, facilitates, and documents the unit Leisure/Activity Program from which the patient's Activity Plan is developed.

20% **Diagnosis and Treatment/Instruction - Occupational Therapy**

Plans Occupational Therapy programs involving such activities as arts and crafts; activities of daily living (self-help skills); home-work-school skills; independent living skills; ambulation/mobility training; and, functional muscle and range of motion tasks and functional reflex testing.

Evaluates, plans, and provides a variety of sensory motor, cognitive, language, educational, recreational (play/leisure skills), social activities, and prevocational/vocational exploration to facilitate physical and psychosocial growth and development.

Provides specialized rehabilitation services for physical disabilities on physician referral.

Assesses, selects, and demonstrates an ability to establish treatment priorities and appropriate treatment goals and objectives suited to the patient's physical capacity, intelligence level, and interest along with

the methods to achieve them.

Teaches patients the skills and techniques required for participation in activities.

Evaluates, recommends, selects, designs, fabricates, and fits/adjusts splints and adaptive/assistive devices as necessary for patients' use.

20% **Clinical Management**

Participates as a member of the interdisciplinary team and offers information on patient's attendance, response, and progress in meeting treatment goals and objectives.

Consults with other disciplines to meet specific needs of the patients.

10% **Professional Development**

Attends monthly Rehabilitation Therapy Professional Practice Group (RTPPG) meetings and participates on one RTPPG Committee or hospital-wide committee.

Attends hospital-wide Occupational Therapy meetings.

Participates in in-hospital training and staff development.

Provides annual Occupational Therapy in-service for program staff and RTPPG and annual in-service training to unit staff related to the Unit Activity Program, as needed. Documents training appropriately.

10% Documents patients' response and progress as required and as clinically indicated.

10% Requisitions supplies, equipment, and funds.

% May provide functional supervision and instruct Occupational Therapy interns, as privileged

Provides Proctorship for providers during the Conditional Privilege period.

10% Other related duties as required.

% **SITE SPECIFIC DUTIES**

% **TECHNICAL PROFICIENCY**

2. SUPERVISION RECEIVED

The Rehabilitation Therapist functions under the supervision of the Supervising Rehabilitation Therapist. The Rehabilitation Therapist will follow the rules and regulations of the RTPPG, the bylaws of the Medical Staff, and Program/Hospital policies and procedures.

3. SUPERVISION EXERCISED

The Rehabilitation Therapist may functionally supervise interns of their specific discipline as privileged.

The Rehabilitation Therapist may provide Proctorship established for clinical supervision of providers during the Conditional Privileges period, having met criteria (See RTPPG Manual).

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

With particular reference to occupational therapy, the principles, procedures, techniques, trends, and literature of rehabilitation services, especially those relating to developmental, mental, or physical disordered offenders; 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; and, 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 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; and, communicate effectively.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

AGE SPECIFIC
Provides services commensurate with age of patients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☒ Adult (18-54) ☒ Geriatric (55 & up)

- Age specific competencies for this classification are identified and validated through the privileging process.

THERAPEUTIC STRATEGIES AND INTERVENTIONS
Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (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
Maintain full or provisional privileges through the Medical Staff or Conditional Privileges with Proctorship by providers who meet established criteria (See RTPPG Manual).

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess the equivalent to graduation from a recognized college with major work in occupational therapy, or certification as an occupational therapist registered by the American Occupational Therapy Association, or eligibility for such certification.

7. TRAINING - Training Category = **A**

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- 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.

Employee Signature	Print Name	Date
Supervisor Signature	Print Name	Date
Reviewing Supervisor Signature	Camille Gentry Print Name	8/28/25 Date