

Employee Name:

DUTY STATEMENT DEPARTMENT OF STATE HOSPITAL-NAPA

**JOB CLASSIFICATION: STUDENT ASSISTANT (General)
(Rehab Therapy Intern)**

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Assist in the performance of the administrative or technical duties required by the departmental assignment; and to do other work as required.

- | | |
|-----|--|
| 20% | Under the supervision of a qualified/certified supervisor, the intern will learn and practice assessment and recommendation of individualized planned schedule treatment for mental and/or physical disabilities. Plan and conduct group and individualized rehabilitation therapy. Interns will first observe, then co-lead, and then lead groups. Plan, coordinate, facilitate and document the unit Leisure/Activity Program. |
| 50% | Assesses patient's abilities, interests, strengths, and possible benefits from their specific discipline of Rehabilitation Therapy. May develop and implement new groups. Provide discipline specific Rehabilitation Therapy groups and individual sessions involving verbal and non-verbal modes of therapy. Interns will first observe, then co-lead, and then lead groups. |
| 10% | Interns will participate as an adjunct member of their supervisor's interdisciplinary team and offer information on patient's attendance, response, and progress in meeting treatment goals and objectives. Consult with other disciplines to meet specific needs of the patients. |
| 10% | Attend monthly Rehabilitation Therapy Professional Practice Group meetings and participate on the Special Event Committee. Attend monthly discipline specific meetings. Participate in in-hospital training and staff development. Provide an in-service training to the RTPPG. |
| 10% | Documents patients' response and progress as required and as clinically indicated. |

% **SITE SPECIFIC DUTIES**

DUTY STATEMENT – STUDENT ASSISTANT (General) (Rehab Therapy Intern)

Page #2

% **TECHNICAL PROFICIENCY**

2. SUPERVISION RECEIVED

The Student Assistant/Rehabilitation Therapy Intern works under the direct supervision of their disciplines Internship Director and their unit-based supervisors.

3. SUPERVISION EXERCISED

The Student Assistant/Rehabilitation Therapy Intern does not exercise supervision.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

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, federal and state programs in these fields. Elementary principles and procedures as required by the hiring department.

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 situation accurately and take effective action; communicate effectively. Reason logically, write effectively, analyze situations accurately and adopt an effective course of action; establish and maintain cooperative relations with those contacted in the work.

5. REQUIRED COMPETENCIES

SAFETY

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

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

**DUTY STATEMENT – STUDENT ASSISTANT (General)
(Rehab Therapy Intern)**

Page #3

SITE SPECIFIC COMPETENCIES

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION – not applicable.

7. TRAINING - Training Category = D

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/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 functions.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date

Revised 07/10/2023