

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 10/22/2024
Employee Name	Division Clinical Administration		
Position No / Agency-Unit-Class-Serial 455-501-4870-902	Unit Rehabilitation Therapy		
Class Title Student Assistant (Recreation Therapy Intern)	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID E	Work Week Group 2	Class Ranges A-D
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under the direct supervision of the Internship Supervisor, Certified Therapeutic Recreation Specialist (CTRS), will learn 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 the respected disciplines to develop, maintain, or restore physical, emotional, and social competencies of the patients. The Recreation Therapy Intern will learn to provide recovery focused treatment activities and participate on the treatment teams of patients assigned under the supervision of the Internship Supervisor.			
30%	Assessment, Planning, and Evaluation A. Learn to gather information on the patients assigned through attendance in shift changes, treatment teams, group observation, patient interview, chart review, and consultations. Patient caseload will be assigned by supervisor. B. Learn to conduct and prepare written Rehabilitation Therapy Assessments (RTAs) on patients as assigned. Prepare assessments per written instructions and make recommendations as to the patient's rehabilitation treatment plan as appropriate to meet the life goals of the patient. C. Learn through participation in treatment team meetings to review each patient's progress. D. Learn to provide written documentation on patients' progress pertaining to their rehabilitation therapy program in their medical record. Provide timely and accurate assessment/progress notes on patients upon transfer, 90 day or weekly notes, and as required per policy with regard to the patient's rehabilitation therapy treatment plan.		
35%	Direct Services A. Learn to organize, plan, and conduct rehabilitation therapy treatment groups. Groups will follow recovery principles, recognizing and integrating the patient's strengths, interests, and therapeutic goals.		

	Assist in promoting and implement events (i.e. holiday recognition, special events) which may enhance the patients' quality of life while hospitalized. Assist in the maintenance of a safe and secure environment. Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI). Assist in the maintenance of a safe and secure environment through response to physical assaults, escape attempts or other major patient disturbance, and assist in the management of the conduct of the patients.
20%	Meetings A. Attend program meetings, service meetings, shift changes, select internship committee meetings, and other meetings as assigned. B. Attend and may participated in interdisciplinary treatment teams and other clinical meetings as assigned and/or requested.
10%	Professional Development A. Participate in professional development activities provided by the hospital, special workshops, and conferences. B. Attend monthly Rehabilitation Therapy Service meetings. C. Prepare and present a case study to the rehabilitation therapy service. D. Complete additional professional development projects as assigned.
5%	Other Assignments A. Complete additional task as indicated in the university agreement. B. Complete additional task as assigned by supervisor.
Other Information	Supervision Received: A. The Student Assistant – Recreation Therapy Intern is directly supervised by designated CTRS Recreation Therapist in cooperation with the service internship committee under the direction of the Program Director of Rehabilitation Therapy Services. B. The intern is responsible to follow program and hospital policies as well as guidelines outlined in the rehabilitation therapy service internship program. C. The Student Assistant – Recreation Therapy Intern will receive between 2-5 hours of supervision per week. Supervision Exercised: None KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Elementary principles and procedures as required in the field of study.

ABILITY TO:

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.

REQUIRED COMPETENCIES**ANNUAL HEALTH REVIEW**

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

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 vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES**Relationship Security**

Demonstrates the ability to maintain professional therapeutic relationships with patients, to assist them with problem solving, and to teach/model principles of the norm of non-violence.

	TECHNICAL COMPETENCIES Demonstrates typing and basic computer skills. LICENSE OR CERTIFICATION N/A TRAINING CATEGORY - 2 The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached WORKING CONDITIONS: 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. 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.
	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 _____ Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor's Signature _____ Date _____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
STUDENT ASSISTANT (4870) Music/Recreation Therapy Intern

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients				X		
With co-workers				X		
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing		X (Stairs)				
Squatting	X					
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping		X				
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.		X				
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					