

**DUTY STATEMENT  
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

| <b>PART A</b>                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Position No: 573-420-8312-002</b>                                                                                                                                                                                                                                                                                                                                                                                         | <b>Date:</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Class: Rehabilitation Therapist, State Facilities (Recreation)</b>                                                                                                                                                                                                                                                                                                                                                        | <b>Name:</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>Under direction of the Supervising Rehabilitation Therapist, the Rehabilitation Therapist, State Facilities (Recreation) provides rehabilitative programs and services through assessment, treatment, service planning, therapeutic activities, and community reintegration by using the principles and practices of these disciplines to develop, maintain, and restore physical, emotional and social competencies.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Percentage of time performing duties:</b>                                                                                                                                                                                                                                                                                                                                                                                 | <b>ESSENTIAL FUNCTIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Provide direct services through planned rehabilitation therapy programs such as: therapeutic recreation, creative arts to address social skills, community orientation and integration, leisure education, leisure counseling, physical activity and sports, designed to help develop, regain or maintain physical functioning. These groups are provided through the Member Services Center, Transitions Program or other Residential Care programs. Use available mediums and current practices in therapeutic recreation to improve functioning, independence and wellness to allow for the highest quality of life for the individual. Teach residents the skills and techniques required for participation in preferred activities of personal choice and evaluate progress, attitudes and behavior as related to their individual needs as much as possible. Educate residents regarding available resources.</p> |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Coordinate and supervise volunteers; work with families, community members, and service organizations to enhance rehabilitation programming. Coordinate with facility wide programs, supporting and assisting at all levels of care as needed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 15%                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Set up equipment and supplies related to group specific events. Assist in purchasing, storing and maintaining equipment and supplies.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Participate as a member of the interdisciplinary team and share information on resident's attendance, response, and progress in meeting treatment goals and objectives where appropriate. Consult and collaborate with other disciplines to meet specific needs of the residents.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Attend weekly activities staff meetings, discipline meetings, committee work. Update professional competencies. Participate in staff development opportunities and trainings. Provide annual in-service training to unit staff related to Activities Programs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Document residents' responses and progress as required by CCR Title 12 and CFR Title 38, and all applicable licensing agencies as clinically indicated. Provide Initial Assessments and Care Plans.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>NON-ESSENTIAL FUNCTIONS</b>                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Other related duties as assigned.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| <b>Position No: 573-420-8312-002</b>                                                                                                                                       |                     | <b>Date:</b>         |                   |                   |                    |
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| <b>Class: Rehabilitation Therapist, State Facilities (Recreation)</b>                                                                                                      |                     | <b>Name:</b>         |                   |                   |                    |
| <b>PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS</b>                                                                                                    |                     |                      |                   |                   |                    |
| <b>Activity</b>                                                                                                                                                            | <b>Not Required</b> | <b>Less than 25%</b> | <b>25% to 49%</b> | <b>50% to 74%</b> | <b>75% or More</b> |
| <b>VISION:</b> Evaluate facial and body expressions; lead groups, escort residents; view computer screen; prepare and review various forms and documents.                  |                     |                      |                   |                   | X                  |
| <b>HEARING:</b> Answer telephone; communicate with staff and residents; interact in meetings.                                                                              |                     |                      |                   |                   | X                  |
| <b>SPEAKING:</b> Communicate with staff and residents in person and via telephone; interact in meetings and group settings; lead activities.                               |                     |                      |                   |                   | X                  |
| <b>WALKING:</b> Within the Home to various units; escort residents.                                                                                                        |                     |                      |                   |                   | X                  |
| <b>SITTING:</b> Work station; meetings, activities, and training.                                                                                                          |                     |                      | X                 |                   |                    |
| <b>STANDING:</b> Lead activities, groups.                                                                                                                                  |                     |                      |                   |                   | X                  |
| <b>BALANCING:</b> Climbing ladders.                                                                                                                                        |                     | X                    |                   |                   |                    |
| <b>CONCENTRATING:</b> Review documentation for accuracy; complete assessments; research processes, laws and rules.                                                         |                     |                      |                   |                   | X                  |
| <b>COMPREHENSION:</b> Understand resident needs as it relates to Recreation Therapy; organize and implement programs; content of meetings, trainings and work discussions. |                     |                      |                   |                   | X                  |
| <b>WORKING INDEPENDENTLY:</b> Initiate and coordinate events and provide leadership with minimal guidance.                                                                 |                     |                      |                   |                   | X                  |
| <b>LIFTING UP TO 10 LBS OCCASSIONALLY:</b> Activity supplies.                                                                                                              |                     |                      |                   | X                 |                    |
| <b>LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:</b> Activity supplies.                                                                                     |                     |                      | X                 |                   |                    |
| <b>LIFTING UP 25-50 LBS OCCASSIONALLY AND/OR 20 LBS FREQUENTLY:</b> Activity carts, BBQs, canopies, tables and chairs, audio/visual equipment.                             |                     | X                    |                   |                   |                    |
| <b>FINGERING:</b> Push telephone buttons and computer keyboard; instruments and small appliances.                                                                          |                     |                      |                   | X                 |                    |
| <b>REACHING:</b> Answer telephone, use a mouse, retrieve documents from printer; retrieve supplies; assist residents.                                                      |                     |                      | X                 |                   |                    |
| <b>CARRYING:</b> Charts, equipment, supplies.                                                                                                                              |                     |                      | X                 |                   |                    |
| <b>CLIMBING:</b> Stairs, safety ladders.                                                                                                                                   |                     | X                    |                   |                   |                    |
| <b>BENDING AT WAIST:</b> Assist residents; access low file drawers and shelves.                                                                                            |                     |                      | X                 |                   |                    |
| <b>KNEELING:</b> Assist residents; access low file drawers and shelves.                                                                                                    |                     |                      | X                 |                   |                    |
| <b>PUSHING OR PULLING:</b> Activity carts, BBQs, wheelchairs; set up chairs and tables.                                                                                    |                     |                      |                   | X                 |                    |
| <b>HANDLING:</b> Supplies, equipment.                                                                                                                                      |                     |                      |                   | X                 |                    |
| <b>DRIVING:</b> Special events; golf carts.                                                                                                                                |                     | X                    |                   |                   |                    |
| <b>OPERATING EQUIPMENT:</b> Computer, telephone, copier, printer, fax machine, audio/visual equipment, instruments.                                                        |                     |                      | X                 |                   |                    |
| <b>WORKING INDOORS:</b> Activities, meetings and events.                                                                                                                   |                     |                      |                   |                   | X                  |
| <b>WORKING OUTDOORS:</b> Activities and special events; community outings.                                                                                                 |                     |                      | X                 |                   |                    |
| <b>WORKING IN CONFINED SPACE:</b> File, supply, storage rooms; buses.                                                                                                      |                     | X                    |                   |                   |                    |

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources signature \_\_\_\_\_ Date \_\_\_\_\_