DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Mental Health	CLASSIFICATION TITLE Recreation Therapist, Correctional Facility				
	WORKING TITLE				
	COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)	EFFECTIVE DATE				

California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

PRIMARY DOMAIN:

Under the general direction of the Senior Psychologist, Correctional Facility (CF) (Supervisor) or Supervising Psychiatric Social Worker I, CF, the Recreation Therapist (RT), CF develops, implements, and evaluates therapeutic recreation programs for patients within California Department of Corrections and Rehabilitation institutions. The RT, CF instructs and motivates patients in individual and group recreation therapy, monitors and documents treatment progress, and works with other health care providers to share recreational therapy assessment information and incorporate therapeutic recreational activities into treatment plans. The RT, CF maintains order and supervises the conduct of patients to protect and maintain the safety of persons and property.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
35%	Develops, provides, and evaluates group and individual therapeutic recreational programs for patients. Monitors effectiveness of therapeutic recreational programs and ensures they are relevant to developing daily living skills, communications skills, physical exercise, and meeting treatment goals. Encourages patient participation in the treatment program. Plans and organizes recreational programs and events. Instructs patients in leisure awareness and leisure counseling, aids in adjustment to the prison setting, offers independent living skills instruction, provides therapy that promotes wellness, designs and delivers recreational therapeutic activities to decrease patient symptoms, and fosters talents and interests in hobbies and positive forms of alternative recreation. Encourages mind-body wellness through health, nutrition, physical activities, and groups, as well as instructs in relaxation and stress reduction techniques. Offers self-expression through art and writing groups. Coordinates patient support services and custody planning in compliance with Department policies, rules, regulations, and procedures. Orders and maintains supplies and equipment used for recreational therapy.

25%	Provides observation and ongoing assessment of patient's behavior and treatment progress, monitors the effects of therapeutic activities, and communicates them to the appropriate members of the health care team and/or mental health care team. Monitors potential suicidal and homicidal ideation and makes timely referrals to mental health clinicians. Maintains accurate records and clinical notes to be included in health care records.
25%	Participates as a member of an Interdisciplinary Treatment Team and collaborates with other health care staff and mental health care staff about patient care and quality management. Provides input regarding the patient's recreational activities, level of cooperation, and progress toward treatment goals. Discusses observations and make recommendations for continued therapeutic program activities. Establishes and maintains working relationships with others to meet program goals, including community and volunteer groups. Conducts Recreation Therapy Assessments and prepares reports. Completes weekly progress notes and communicates observations with health care and mental health care staff as necessary.
10%	Maintains a safe and secure work environment. Ensures operation of equipment by completing preventive maintenance requirements; follows manufacturer's instructions; troubleshoots malfunctions; calls for repairs when needed. Follows all safety precautions, ensures related Department policies and procedures are followed, and reports any unusual occurrences, accidents and incidents relating to risk management, unsafe equipment, or inappropriate conduct and/or activity to management.
5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Theory and practice of mental and physical rehabilitation of mentally, physically and developmentally disabled incarcerated-patients; therapeutic principles and techniques of group therapy and individual activities used in the application and leadership of therapeutic recreation; various types of recreation and leisure activities and providing facilitation and instruction of these activities; basic pathology of diseases and disabilities resulting in psychological, physical or organic conditions of the incarcerated-patient; recreation therapy assessment, treatment planning and implementation, and monitoring of treatment progress; risk factors for suicidal behavior and need for referrals when suicidal or potentially violent behavior is identified. *Ability to:* Lead various types of recreation and leisure activities; communicate effectively to provide information and consultation on recreational therapy activities to staff, health care providers, incarcerated-patients, and others; instruct incarcerated-patients in basic leisure activities; regularly assess and monitor treatment progress and outcomes in a recreational therapeutic environment; analyze situations accurately and adopt an effective course of action; establish and maintain cooperative interrelationships with individuals and groups, including community and volunteer groups; use motivational techniques to encourage incarcerated-patient participation in the treatment program. **SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT** • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. **SPECIAL PHYSICAL CHARACTERISTICS** Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated. Assignments may include sole responsibility for the

	supervision of the incarcerated and/or the protection of personal and real property. **SPECIAL PERSONAL CHARACTERISTICS** • Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE