State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED / DATE LAST REVIEWED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
	REHAB/REC THERAPY/ACTIVITIES	REHAB/REC THERAPY/ACTIVITIES	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
REHABILITATION THERAPIST, STATE FACILITIES (RECREATION)	REHABILITATION THERAPIST - RECREATION	578-156-8312-002

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
VHC - REDDING	MONDAY-FRIDAY 0800 - 1700	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	No	2	R19

Under general supervision of the Supervising Rehabilitation Therapist, 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.

Requirement of this classification

(1) Graduation from an accredited college or university with a minimum of a baccalaureate degree in recreation therapy or in recreation and leisure studies with a specialization in recreation therapy. Alternatively, a person who does not have one of the preceding degrees may qualify if he or she has a baccalaureate degree in a specialization acceptable for certification or eligible for certification by any accrediting body specified in paragraph (2).

(2) Current certification or eligibility for certification as a recreation therapist by the California Board of Recreation and Park Certification or by the National Council for Therapeutic Recreation Certification, Inc.

Passing a drug screening test, scheduled by the agency, is a requirement of this classification.

% of time performing duties	ESSENTIAL FUNCTIONS
40%	Provide direct services through planned rehabilitation therapy programs such as: sensory stimulation, education, money management, recreation, social skills, community orientation and integration, leisure education, leisure counseling, physical activity, sports creative and expressive arts, volunteer opportunities, and life skills groups designed to help develop or regain/ maintain physical functioning. Use self-motivating recreational activities to improve functioning, independence and wellness. Use the residents' remembered or new recreational pursuits to maintain, improve, or reduce reduction of motor skills, social skills, sensory functioning, and acceptable social behavior. Provide recreation and leisure counseling and support to assist resident to manage and enjoy leisure. Teach the skills and techniques required for participation in leisure activities of personal choice and evaluates member's progress, attitudes and behavior as related to their rehabilitation. Provide direct one-to-one therapeutic service to residents at bedside. Assist with translocation, pushes wheelchairs, helps load and off load residents from buses. Set up equipment and supplies related to group specific events. Educate residents regarding leisure resources, develops person centered care plans. Maintain physical, cognitive, emotional, spiritual, cultural functioning of geriatric residents through Rehabilitation Therapy. Work with volunteers, families, community members, and service organizations to enhance rehabilitation programming.
25%	Plan therapeutic programs. Participate as a member of the interdisciplinary team and share information on resident's attendance, response, and progress in meeting treatment goals and

	objectives. Consult and collaborate with other disciplines to meet specific needs of the residents.
15%	Attend weekly activities staff meetings, discipline meetings, committee work. Update professional competencies. Participate in required annual review and staff development. Provide annual in-service training to unit staff related to activities programs.
10%	Document resident's response and progress as required by Title 22, and all applicable licensing agencies as clinically indicated. Provide initial assessments. Assess and recommend individualized planned scheduled treatment to maximize independence and wellness.
5%	Requisition, store, and maintain supplies, equipment and funds.
NON-ESSENTIAL FUNCTIONS	
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. *Some travel may be required (i.e., travel to off-site conferences, meetings or training).*	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					**X**
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					**X**
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					**X**
WALKING: Within the department to various units.				**X**	
SITTING: Work station; meetings; training.			**X**		
STANDING: Copy documents; review records.			**X**		
BALANCING:			**X**		
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					**X**
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					**X**
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					**X**
LIFTING UP TO 10 LBS:					**X**

LIFTING 10-25 LBS:				X	
LIFTING 25-50 LBS:			X		
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.			X		
CARRYING: Transport documents.			X		
CLIMBING: Stairs.			X		
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.				X	
PUSHING OR PULLING: Open and close file drawers.				X	
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.					X

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**