DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	Position Control Approval: BL	Date: 10-03-24

Employee Name	**Division** Clinical Administration		
Position No / Agency-Unit-Class-Serial 455-VAR-VAR-XXX	**Unit** Rehabilitation Therapy		
Class Title Rehabilitation Therapist (Safety-Various Specialties) - Bilingual	**Location** Atascadero State Hospital		
Subject to Conflict of Interest ☐Yes ☒No	**CBID** R19	**Work Week Group** 2	**Class Ranges** U

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES
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 Rehabilitation Therapist will provide recovery focused treatment activities and participate on the treatment teams of patients assigned. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

40%	**Assessment, Planning and Evaluation** Gather information on the patient assigned through attendance in shift changes, treatment teams, group observation, patient interview, chart review, and consultations. **Conduct and prepare written Rehabilitation Therapy Assessments/ evaluations** on all patients as assigned. Prepare Rehabilitation Therapy Assessment (RTA) per written instructions on each patient and make recommendations as to the patient's rehabilitation treatment plan as appropriate to meet the life goals of the patient. **Participate in Treatment Plan meetings to review each patient's progress towards community reintegration.** Develop Rehabilitation Therapy treatment recommendations based on identified care needs of the patient. Provide information as liaison for other rehabilitative services including Vocational services and ensure information is included in the patient's treatment plan as appropriate. **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 days or weekly notes, and as required per policy with regard to the patients' rehabilitation therapy treatment plan. Participate in the development of curriculum and lesson plans for the PSR mall treatment groups.
35%	**Direct Services**

	Organize, plan and conduct rehabilitation therapy/leisure skill groups. Groups will follow wellness and recovery principles, recognizing and integrating the patient's strengths, interests and therapeutic goals. Participate in Unit Council to provide information and promote a therapeutic milieu as appropriate. Provide individual or group orientation for all new patients regarding rehabilitation groups and leisure activities. **Provide and maintain a monthly activity calendar of all supplemental rehabilitation therapy programs offered on the unit board.** Help to inform patients of other special events and activities available to them in the hospital (i.e. monthly birthday parties, concerts, tournaments, etc.). Promote and implement or coordinate events (i.e. holiday recognition, special events) which may enhance the patients' quality of life while hospitalized. Coordinate unit party fund expenditures. Meet regularly with patient activity coordinator to help plan unit parties and leisure activities. **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.**
10%	Certified bilingual interpreters will utilize their oral and/or written skills during the performance of their duties, and are responsible for ensuring patients, visitors, and the community are treated with dignity and respect. Identify the language needs of individuals and utilize available bilingual resources to assist, when needed. Use of bilingual skills includes any combination of conversational, interpretational, or translational work.
5%	**Program Evaluation and Development** Participate in program development meetings, program rehab meetings, shift changes, and other program staff meetings as assigned. Participate in clinical meetings when called upon to review clinical matters such as questions about individual and family treatment cases, larger unit treatment issues, and other clinical/behavioral issues. Be available to the Program management for Rehabilitation Therapy consultation regarding the patients; provide input on assessment of the patient population, treatment needs, treatment resources, and staff development needs.
5%	**Professional, Resource and Training Functions** Participate in professional development activities by completing all hospital core training as scheduled, attending colloquia, special workshop, seminars, conferences, Service off-sites, continuing education, individual study or other avenues of professional development. Attend and participate in at least seventy five percent of all monthly RT Service meetings. Participate in RT service committees as needed.
5%	**Other Duties**

	Complete quarterly equipment review and inventory to maintain safety and update necessary equipment. Provide mentorship to newly employed Rehabilitation Therapist as appropriate.
Other Information	**Supervision Received:** Supervising Rehabilitation Therapist in collaboration with the Program Director, Chief of Rehabilitation Therapy Services **Supervision Exercised:** May assist in training and supervision of interns. May assist in the orientation and proctoring of new staff. **KNOWLEDGE AND ABILITIES:** KNOWLEDGE OF: (With particular reference to their therapeutic specialty) the principles, procedures, techniques, trends, and literature of rehabilitation services, especially those relating to developmental, mental or physical disordered offenders; 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, and public welfare; Federal and State programs in these fields. 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 situations accurately and take effective action; communicate effectively. **REQUIRED COMPENTENCIES** 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
Demonstrate knowledge of the laws governing series of the Penal Codes that address the commitments served.

TECHNICAL COMPETENCIES
Familiar with the areas of functional assessment.

LICENSE OR CERTIFICATION
It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis as appropriate. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

ALL SPECIALITIES:
Completion of an approved internship in the appropriate rehabilitation specialty.
RECREATION:
Possess the equivalent to graduation from a recognized college with major work in therapeutic recreation, or in recreation with an emphasis in therapeutic recreation, and certification as a registered therapeutic recreator with specialization in therapeutic recreation by the California Board of Park and Recreation Certification, or the National Council for Therapeutic Recreation Certification, or eligibility to sit for the exam for certification as verified by the certification board.

MUSIC:
Possess the equivalent to graduation from a recognized college with major work in music therapy, or registration with the Certification Board for Music Therapists, or eligibility for such registration.

ART:
Possession of a master's Degree in Art therapy or in Art with emphasis in Art Therapy, or registration with the Art Therapy Credentials Board, or eligibility for such registration.

DANCE:
Possession of a master's Degree in Dance Therapy, or registration with the Dance/Movement Therapy Certification Board, or eligibility for such registration.

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

REHABILITATION THERAPIST (VARIOUS)

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				
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					

Updated Effective 08/2024