

THERAPEUTIC RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional work of a moderately difficult nature involving responsibility for developing and coordinating a therapeutic recreation program within the Department of Hospitals, including the Rockland County Infirmiry, Adult Day Health Center and Summit Park Hospital. The work is performed under the general supervision of an administrator or higher-level professional. Supervision is exercised over a small number of professionals and aides. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, directs and implements a facility-wide program of therapeutic recreation, including large group, small group and individual recreation activities for patients and residents at the Rockland County Infirmiry, Adult Day Health Center and Summit Park Hospital, under the direction of an administrator, as needed;

Schedules recreation activities and staff in order to ensure optimal availability of resources and compliance with all local and New York State guidelines and regulations;

Coordinates and oversees the development of individual therapeutic recreation care plans including the participation of department staff in care-planning conferences, under the direction of an administrator, as needed;

Oversees and develops documentation/charting procedures in accordance with department goals and federal and New York State regulations;

Plans and conducts orientation and in service training for new and existing department staff;

Prepares program budget including personnel, equipment and supplies, for submission to administration;

Maintains inventory controls of recreation supplies and equipment;

Reviews and evaluates program policies, procedures and activities and makes changes when appropriate and in consultation with administrative staff;

Attends meetings, conferences and workshops, when necessary;

Prepares a variety of reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of recreation administrative theory and practices especially as they relate to the emotionally and/or physically handicapped; good knowledge of planning, acquiring and equipping recreational facilities and areas; good knowledge of State and Federal regulations pertaining to therapeutic recreation programs for the mentally and/or physically handicapped (e.g. OBRA); ability to promote, plan and organize recreation activities; ability to supervise the work of others; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Therapeutic Recreation and five (5) years of technical or professional experience in therapeutic recreation activities within an institutional setting, at least two (2) years of which must have included oversight/supervisory duties on a regular, on-going basis.

NOTE: Additional years of the general technical or professional experience indicated above may be substituted for college on a year-for-year basis.

SPECIAL REQUIREMENT: Certification as a Therapeutic Recreation Specialist (C.T.R.S.) by the National Council for Therapeutic Recreation.

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Competitive