

Class Concept

Work in this class involves planning and directing a comprehensive multi-faceted program of rehabilitation services for a large mental health or intellectual disability institution. Employees are responsible for administrative supervision of several discipline components such as recreation therapy, occupational therapy, music therapy, industrial therapy, and other related services. Employees may provide quality control and consultation to other specialty units within the institution. Work may include other related assignments as determined by appropriate management. Employees report to the institutional Director of Programs.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of administrative and supervisory principles, practices, and procedures.
- Considerable knowledge of the principles, techniques, methods, trends, and issues of recreational, occupational, music, and industrial therapy and their relationship to other health care services in a psychiatric setting.
- Thorough knowledge of the characteristics and etiology of illnesses and disabilities and their implications for the design, implementation, adaptation, and evaluation of rehabilitation services.
- Considerable knowledge of the hospital's organization, administrative practices, goals, policies, and procedures.
- Ability to make analytical observations to assess trends and determine alternative approaches for change or modification of program, practices, and policies.
- Ability to organize, plan, schedule, and direct a multi-faceted program and the work of a large staff.
- Ability to establish rapport and work effectively with the hospital management team, department heads, hospital staff, patients, and family members, community agencies, and the general public.

Minimum Education and Experience

Master's degree in therapeutic recreation, occupational therapy, or music therapy from an appropriately accredited institution and four years of experience in the specific therapeutic area, two of which must have been in a supervisory capacity; or

Bachelor's degree in therapeutic recreation, occupational therapy, or music therapy from an appropriately accredited institution and five years of experience in the specific therapeutic area, two of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.