



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ACTIVITIES THERAPY TECHNICIAN II	27	E	10.673
ACTIVITIES THERAPY TECHNICIAN I	25	E	10.683

SERIES CONCEPT

Under immediate supervision, Activities Therapy Technicians are assigned support functions in the evaluation, therapeutic programming, clinical treatment, and assessment of patients receiving the services of a therapist, including assisting in the implementation of the treatment plan according to the therapist's specifications; instructing patients in the proper use of tools and equipment; providing for the procurement and maintenance of supplies and equipment; and providing direction and encouragement to patients in a mental health, intellectual disabilities, rehabilitation and restoration, or related health care setting.

Assist patients with physical, mental and cognitive disabilities in therapeutic activities according to established treatment objectives developed by professional staff; instruct and guide patients in the completion of activities or exercise; observe patient behavior, physical condition, and use of correct body mechanics; and may perform non-medical treatment interventions and/or treatment duties not requiring the skills, knowledge and judgment of a professional therapist, clinician, and/or Therapeutic Recreation Specialist.

Monitor patient performance during treatment; provide clinician and/or therapist with objective information regarding patient's participation and progress; monitor attendance, activity tolerances, effort and attitude, memory and concentration, interaction with others in the clinic area, and responses to supervision; may monitor vital signs and provide first aid and/or cardiopulmonary resuscitation (CPR) as necessary.

Orient patients to clinic area; ensure compliance with clinic rules, regulations and procedures; instruct patients in the proper use and care of clinic tools and equipment; develop positive patient and staff rapport; provide direction and encouragement to patients.

Maintain a safe and therapeutic environment; clean assigned areas and equipment; inspect equipment to ensure safe working conditions and provide routine maintenance; store materials and supplies properly to preserve quality and maintain clinic appearance; inventory consumables; and procure necessary materials and equipment to implement therapeutic programs.

Maintain documentation and records related to patient attendance and participation; report and document incidents and accidents according to established procedures; and prepare equipment maintenance records and supply inventories.

May schedule patients for treatment taking into consideration the availability of the therapist, equipment and supplies, and the clinic capacity; transport patients to community outings; and assist therapists in the construction of adaptive equipment.

Perform related duties as assigned.

CLASS CONCEPTS

Activities Therapy Technician II: Incumbents work under the direction of professional staff and perform the full range of duties described in the series concept at the journey level.

CLASS CONCEPTS (cont'd)

Activities Therapy Technician I: Under direct supervision, incumbents either:

- 1) function in a training capacity and learn to perform the duties described in the series concept. Progression to the next level may occur upon meeting the minimum qualifications and with the approval of the appointing authority; or
- 2) perform the most routine physical and recreational activities below the journey level. Progression to the journey level is not automatic, and positions may be permanently allocated to this level.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver's license at time of appointment and as a condition of continuing employment.
- * Some positions require CPR certification at time of appointment and as a condition of continuing employment.
- * Some positions require first aid certification at time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * A bachelor's degree in health science, physical education or recreation, or related health or social science field may be substituted for the education and experience requirement at both levels in the series.

ACTIVITIES THERAPY TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or the equivalent and three years of experience working with individuals with physical, mental and/or cognitive disabilities in either a therapeutic or educational setting, one year of which included providing full-time technical support to physical, occupational, industrial, and/or exercise/fitness therapists involving therapeutic exercise and activities; **OR** forty-eight (48) semester credits from an accredited college or university in health science, physical education or recreation, nursing, or a related health or social science field, and one year of experience providing full-time technical support to physical, occupational, industrial, and/or exercise/fitness therapists involving therapeutic exercise and activities; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: methods, modalities and techniques used in the designated therapy; safety and health standards related to the provision of therapy services; general patient/client care, confidentiality, rights, and code of ethics. **General knowledge of:** purchasing procedures; durable medical equipment and assistive devices used in the designated type of therapy. **Ability to:** demonstrate and teach therapy modality techniques and procedures to patients/clients as allowed in the therapy area and within licensing requirements; explain and demonstrate correct body mechanics; use a computer to prepare records and documents related to billing, attendance, inventory and accident reports; inventory and maintain supplies; recognize safety hazards and take appropriate corrective measures; take vital signs as indicated using appropriate methods; operate and maintain standard equipment used in therapeutic programming; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policies and procedures related to patient/client care, confidentiality, rights, and code of ethics; State purchasing procedures; standard equipment used in the therapy area including

MINIMUM QUALIFICATIONS (cont'd)

ACTIVITIES THERAPY TECHNICIAN II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
maintenance techniques and procedures; and repair, maintenance and modification of durable medical equipment and assistive devices.

ACTIVITIES THERAPY TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or the equivalent and two years of experience working with individuals with physical, mental and/or cognitive disabilities in either a therapeutic, health care or educational setting; **OR** forty-eight (48) semester credits from an accredited college or university in health science, physical education or recreation, nursing, or a related health or social science field, and one year of experience as described above; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: mental, physical, emotional, and/or cognitive disabilities; human behavior including behavior modification techniques; anatomy and physiology; rehabilitation therapy services and overall treatment goals; basic medical terminology. **Ability to:** assist therapists in providing physical, occupational, industrial exercise/fitness, recreational, or other specified types of therapy; supervise and direct a group of patients during therapeutic activities in a mental health, intellectual disabilities or rehabilitation setting; maintain the cleanliness and sanitation of therapy areas and equipment; read and understand patient records; observe and document patient behavior; deal effectively with patients/clients who may be hostile and combative; perform basic mathematical computations as needed to prepare purchase orders and inventory supplies; follow written and oral directions; perform CPR and first aid procedures as required; maintain positive working relationships with patients, therapists, peers, referral sources and other individuals involved in the treatment plan; and promote a positive public image for the agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Activities Therapy Technician II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

10.673 10.683

ESTABLISHED:	7/1/87P	7/1/87P
	4/11/86PC	4/11/86PC
REVISED:	10/19/90-3	10/19/90-3
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	10/2/98PC	10/2/98PC
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REVISED:	6/19/15PC	6/19/15PC
REVISED:	3/9/16UC	3/9/16UC