

The Maryland-National Capital Park and Planning Commission

TITLE: Therapeutic/Inclusion Specialist GRADE: 18 DATE: 8/4/2023
SERIES: Recreation CODE: 2025 EEO: Professional FLSA: Non-Exempt

Class Definition:

Under general supervision, performs varied professional therapeutic recreation or inclusion support work involving moderate responsibility, complexity for individuals with disabilities (e.g., cognitive, social/emotional, physical or sensory). Plans and coordinates therapeutic recreation and leisure programs or disability modification support services for individuals with disabilities; such as after school programs, summer camps, recreation classes (e.g., fitness, sports, arts, nature, aquatics, gymnastics, culinary, music, social clubs, trips and excursions) and festivals/special events. Assists with recruiting, hiring, supervising, onboarding, training and evaluating intermittent staff and volunteers. Conducts comprehensive assessments of participants' needs and abilities. Based on individualized needs, provides leisure education to patrons and recommends and provides support services to facilitate participation in inclusive program settings or for specialized therapeutic recreation programs. Assists in evaluating programs and activities, conducting site visits, and monitoring revenue and expenditures in accordance with the approved program/services budget. Creates and recommends activity calendars, newsletters and flyers. Promotes programs and assists with providing community resource information to patrons. Work involves following therapeutic processes and procedures; such as assessment, planning, implementation, evaluation and documentation. Assists in organizing community engagement events and marketing initiatives for disability programs and services. Coordinates with area schools, disability advocacy groups and community stakeholders and assists in providing staff training in Americans with Disabilities Act (ADA) compliance. Prepares routine reports and correspondence. Assists in planning, coordinating and ensuring access for special events. Participates on Commission committees as assigned to ensure equal access. Applies knowledge of therapeutic recreation, inclusive supports, types of disabilities, general recreation, behavior support, assessment tools for therapeutic recreation, disability advocacy organizations and services, and ADA and relevant disability legislation. Independently performs various types of research and analyses to solve regularly occurring problems, including a range of non-standard problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide and advise. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements of specific assignments. Incumbent independently uses initiative to plan and carry out the work in conformance with established policies and procedures and accepted practices of the field of work; performs standard, recurring assignments by selecting and applying the appropriate guidelines, and refers problems and unfamiliar situations to the supervisor. Work is reviewed through inspection or through acceptance in subsequent work processes and discussions with the supervisor for compliance with instructions and adherence to guidelines including ADA requirements and established policies and procedures.

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Examples of Important Duties (Estimated Percentages):

1. Core Functions ($\pm 75\%$) – assigned functions vary by position and area of assignment
 - Plans, coordinates, implements and evaluates comprehensive leisure and therapeutic recreation programs serving individuals with disabilities or provides a full range of support services to facilitate participation in inclusive program settings. Conducts and analyzes participant assessments, identifies and secures reasonable modifications, and monitors for effectiveness. Provides on-going support to program participants, families and staff through program visits, personal contacts and correspondence. Identifies and monitors program adaptations, behavior support plans, and participant progress. Visits program sites, observes program structure and participant interactions, models on the job training and provides feedback to support staff and volunteers. Provides transportation using Commission vehicles or by contracted vehicles.
 - Coordinates volunteers for programs; assists with recruitment, selection, training, placement and recognition of volunteers in various programs. Meets with citizen groups and schools to maintain and attract the appropriate individuals.
 - Assists with hiring and providing guidance of intermittent staff to work in programs; plans, schedules and assigns work. Provides input to employee evaluations; meets on regular basis with supervisor on program progress and cross training of development. Obtains input from staff on training needs; assists with coordination and delivery of staff training programs (e.g., ADA, working with individuals with disabilities).
 - Prepares program budget estimates and requests for programs in area of responsibility; and submits for approval. Monitors expenditures within approved budget. Submits purchase requests and check requests.
 - Publicizes programs and services; implements marketing strategies through drafting articles and newsletters and preparing fliers. Develops promotional materials and maintains mailing lists of individuals and community service providers.
2. Other Duties ($\pm 25\%$)
 - Manages records and reports; prepares and maintains records of program participants, attendance, supplies and equipment and timecards. Writes periodic administrative reports.
 - Acts as a liaison or resource to other area personnel within department on a regular basis. Reviews Commission policies and procedures and serves on committees to ensure that Commission facilities and programs provide consistent service delivery, equal access and enjoyment to individuals with disabilities.

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- Coordinates services with cooperating agencies and facilities; provides resources to participants for outside services. Meets with citizens, community groups, schools and other governmental agencies to identify needs; coordinates services and answers questions about recreation programs. Assists with coordination of special projects and events. Provides community outreach through materials and various disability related presentations; assists with investigations of complaints.
- Performs special project work in surrounding community on behalf of supervisor; conducts research, attends specialized training and exchanges information with other facilities and surrounding community groups to identify new programs, trends, methods and equipment which may be beneficial for program/services.

Important Worker Characteristics:

- A. Knowledge of (1) therapeutic recreation; (2) inclusive supports; (3) types of disabilities; (4) general recreation; (5) behavior support; (6) assessment tools for therapeutic recreation; (7) disability advocacy organizations and services; (8) Americans with Disabilities Act (ADA) and relevant disability legislation; and (9) Commission organization, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill and ability to (1) apply, established criteria in therapeutic recreation to resolve conventional issues and problems that affect the social, physical, and economic well-being of patrons with disabilities; and (2) perform cardiopulmonary resuscitation (CPR), Automated External Defibrillator (AED) and first aid.
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include exercising judgment in determining the appropriate disability support by conducting individual assessments for each participant; recommending individualized approaches to professional therapeutic recreation services and inclusive activities.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include communicating clearly and concisely to a varied audience with wide ranging needs and requirements.
- E. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

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- F. Skill in operation of (1) computer and software; (2) enterprise computer software; (3) various assistive devices (e.g., wheelchairs, assistive listening devices, hydraulic lifts); (4) adapted recreation equipment; and (5) audio visual and video equipment.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Therapeutic Recreation, Special Education, Vocational Rehabilitation, Occupational Therapy or any related field.
2. One (1) year of therapeutic recreation or closely related experience.
3. An equivalent combination of education and experience may be substituted, which together total five (5) years.
4. Certification as a Therapeutic Recreation Specialist (CTRS) is preferred.
5. A valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required of the position.
6. Obtain and maintain all applicable certifications.
7. Pass Commission medical examination.

Working Conditions:

Works in office and in community. Some work outside of core business hours including evenings, weekends and occasional holidays is required. Some driving is required. Works with individuals with a variety of disabilities, including some with potentially unpredictable or aggressive behavior. Responds to crisis intervention situations. Incumbents in this class must frequently: remain in a stationary position, position self to complete work, assist people with disabilities, communicate and exchange information with internal staff and the public, be able to see objects and words, and lift objects and individuals weighing up to 100 pounds.