# The Maryland-National Capital Park and Planning Commission

TITLE: Therapeutic Recreation Specialist I GRADE: F CODE: 3308 SERIES: Recreation DATE: 1/13/88

#### Class Definition

Under general supervision, directs ongoing therapeutic recreation program for specific population group based upon functioning level (i.e., individuals who are mentally retarded, learning disabled, emotionally disturbed, hearing impaired, etc.). Program provides comprehensive leisure services and is open to participants on a county-wide basis. Requires close supervision and direct involvement in the life of each participant. Performs other related duties as assigned.

### Examples of Important Duties

- 1. Plans, coordinates, and implements a comprehensive leisure program for one specific group of individuals with disabilities. Plans and adapts activities to meet the needs of program participants. Carries out assigned behavior management plans when applicable. Responsible for direct supervision and leadership of program participants at all times. Processes registration forms. Enforces division policies and regulations.
- 2. Directly supervises program staff. Assists in recruitment and selection. Plans, schedules and assigns work. Evaluates and counsels employees on ways to improve performance. Meets on a regular basis with supervisor on program progress. Obtain input from staff on training needs. Assists with coordination of staff training programs.
- 3. Ensures safety of participants, staff, and volunteers at all times. Develops and maintains a written emergency plan.

  Maintains current medical information on all program participants. Shares this information with all program staff.

  Maintains appropriate Red Cross certification (i.e., First Aid, CPR, lifesaving, pool operators). Inspects facility and equipment prior to use.
- 4. Implements public relations component of programs. Provides ongoing communications to program participants and parents/guardians through newsletters, phone calls, and meetings. Maintains working relationship with cooperating agencies and facility staff.
- 5. Overall accountability for all program supplies and equipment. Responsible for use, storage, and inventory.

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## **Examples of Important Duties** (Continued)

Requests additional supplies and equipment. May purchase supplies.

6. Plans and directs activities that are appropriate to the age and functioning level of program participants. Provides written evaluation of participants progress (if applicable). Provides an opportunity for the development of skills (i.e., leisure, social, motor, etc). Provides written documentation as required.

#### Important Worker Characteristics

- A. Knowledge of (1) Therapeutic Recreation; (2) general recreation; (3) Commission activities\*; (4) Commission organization\*; (5) assessment tools; (6) Commission policy and procedures\*; (7) Equal Employment Opportunities; (8) First Aid/CPR\*; (9) Merit System regulations\*; (10) office practices; (11) disabilities; (12) supervision; (13) leadership techniques; (14) programming principles.
- B. Skill in operation of (1) auto; (2) T.D.D.; (3) various assistive devices\* (i.e., wheelchair, prosthesis, hydraulic lift, etc.); (4) adapted recreation equipment; (5) audio visual equipment.
- C. Ability to (1) apply principles to solve practical problems; (2) read routine reports and correspondence; (3) write routine reports and correspondence; (4) use proper spelling and punctuation; (5) make oral presentations; (6) communicate clearly; (7) organize work efficiently; (8) provide courteous service.
- \* Developed primarily <u>after</u> employment in this class.

### Minimum Qualifications

1. Bachelor's Degree in Therapeutic Recreation or related field (i.e., special eduction, vocational rehab, etc.), and one (1) year progressive part-time experience or Associate Degree in Therapeutic Recreation or related field and three years full-time professional experience or an equivalent of

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### <u>Minimum Qualifications</u> (Continued)

progressive part-time experience.

- 2. Certification on a para-professional level from the National Therapeutic Recreation Certification Council-preferred.
- 3. Valid Maryland driver's license.

## Working Conditions

Works at program site. Works long hours, evenings, weekends and occasionally holidays. Some driving. Deals with a variety of individuals with a variety of, disabilities, including some with aggressive and unpredictable behavior.