

ACTIVITIES THERAPY AIDE (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS:

This is entry level work involving extensive direct patient contact in the daily operation of the therapeutic day-treatment program at a center. Incumbents assist professionals and paraprofessionals in routine activities designed to realize therapeutic goals. Responsibilities include the motivation and encouragement of patient participation in the programs of the unit. Incumbents receive on-the-job training in occupational and recreational activity techniques. In addition, this position serves as a Spanish translator for the department. Work is performed under the instruction and supervision of higher level activities and professional staff. Supervision of the work of others is not a responsibility of employees in this class.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Participates in a variety of functions involving the use of activities such as games, sports, conversation groups and crafts groups as learning experiences;
2. Prepares and sets up materials and equipment for activities program;
3. Observes patients and informs professional staff of any changes in patient's behavior or response to treatment;
4. Oversees the personal hygiene and dressing of patients and may personally perform such tasks for those unable to care for themselves;
5. Responds immediately to patients in crisis according to previous instruction and established procedures;
6. Engages in conversation and encourages patient's participation in games and activities to increase patient's socialization skills;
7. May transport patients to scheduled appointments (doctors, dentists), events (field trips) or to and from the center;
8. Functions as a patient advocate for a small group of patients which involves monitoring of patient attendance, appointments, problems and progress, making referrals as necessary;
9. Documents patient contact in patient's chart;
10. Attends meetings as a part of a treatment team;
11. Translates written correspondence and conversations from English to Spanish and from Spanish to English;
12. May provide bilingual services in connection with departmental business in court or at other off-site locations as needed.

ACTIVITIES THERAPY AIDE (SPANISH SPEAKING) (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of various recreational, craft and basic living activities (budgeting, etc.) appropriate for a therapeutic day-treatment program sufficient to show them to others:

Knowledge of local community activities and resources available for patients so that appropriate referrals to services can be made;

Ability to speak, understand and write vernacular Spanish;

Ability to stimulate and maintain patient's interest in activities;

Ability to relate sympathetically to a potentially difficult patient population;

Ability to prepare and maintain case record information, group outlines and simple records;

Ability to lead others in a group for simple instruction and therapeutic activities;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or its equivalent.

NOTE: Work experience may be substituted for education on a year-to-year basis.

SPECIAL REQUIREMENTS:

1. Possession of a New York State Driver License at time of appointment.
2. In addition to meeting the qualifications listed above, candidates must have the ability to speak, understand, read and write vernacular Spanish.

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ADOPTED: 01/01/99