



BOB RILEY
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER

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JOHN M. HOUSTON
COMMISSIONER
BEVERLY BELL-SHAMBLEY, PHD
DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Recreation/Activity Specialist II

NUMBER: **0831**

JOB CODE: J2000 **SALARY RANGE:** (68) \$30,422 - \$46,142 (Plus 3.5% 10/1/08)

POS. # 8802041

JOB LOCATION: Harper Center

DATE: 05/30/08

QUALIFICATIONS: Masters degree in therapeutic recreation, adaptive physical education, recreation, physical education. 24 months experience in therapeutic recreation. Previous experience in mental health and gerontology is preferred. **NECESSARY SPECIAL REQUIREMENT: Must possess or be eligible for certification with the National Council for Therapeutic Recreation (NCTRC).**

KIND OF WORK: Organize/direct/manage Therapeutic Recreation services for mentally ill geriatric patients. Assure department compliance with JCAHO, Medicare and Medicaid standards applicable to care and treatment for the mentally ill geriatric patient. Supervise/direct/evaluate the work of therapeutic recreation staff to ensure appropriate therapeutic recreation services/care is provided to geriatric patients. Direct the performance improvement program for Therapeutic recreation. Directly provide substance abuse preventions or smoking cessation groups or other assigned activities for geriatric patients. Complete/ensure proper completion of geriatric patients' Therapeutic Recreation Assessment Report in a thorough/timely manner to comply with Medicare/Medicaid/JCAHO standards. Participate in/ensure appropriate input by Therapeutic Recreation staff in the development of geriatric patients' individualized treatment plans. Document information in geriatric patients' charts (Progress notes, etc.). Develop/coordinate/provide diversional recreation activity for geriatric patients. Conduct therapeutic recreation department meetings and participate in interdisciplinary meetings. Direct volunteers in a safe/organized manner for positive outcome for geriatric patients, staff, facility and volunteers. Participate in Treatment Planning, Implementation of Treatment and documentation of treatment for geriatric patients in accordance with skill level and disciplinary requirements to assure continual certification/accreditation by Medicare/Medicaid/JCAHO. Perform other related assignments necessary to maintain the efficient and effective operation of the Therapeutic Recreation Department and the Harper Center.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to keep accurate records and write reports. Ability to interact with patients and other professionals in a courteous, professional manner. Ability to communicate effectively both orally and in writing. Knowledge of individual and group behavior and effective ways of working with geriatric mentally ill patients. Ability to utilize professional data in planning and evaluating the activities programs and to adapt and implement such programs as required. Knowledge of the nature and specifications for equipment and supplies needed for the assigned activities programs and their proper care and maintenance

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE Or The Official Web Site www.mh.state.al.us. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD., TUSCALOOSA, ALABAMA, 35401 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** Only Work Experience Listed On The Application Form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application