

STATE OF NEW HAMPSHIRE HUMAN RESOURCES

NEW HAMPSHIRE VETERANS HOME, 139 Winter Street, Tilton NH 03276

CLASSIFICATION: RECREATIONAL ASSISTANT II

Class Code: 7584-11

Date Established: 12-15-93

Occupational Code: 7-4-7

Date of Last Revision: 02-02-09

BASIC PURPOSE: To assist in supervising and to provide recreation services to residents at a state institution.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises residents and volunteers in individual and group recreational activities.
 - Assists in the planning and scheduling of recreational activities and events.
 - Organizes and monitors activities and events and makes changes as necessary to ensure a quality program.
 - Participates in resident care plan meetings and recommends appropriate individualized treatment plans.
 - Assesses new and current residents' needs and explains available activities and programs to residents.
 - Assists residents with other daily needs, as necessary, to improve their quality of life.
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DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require immediate verification and correction in order to complete succeeding work operations.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Completion of high school, G.E.D. or its equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in recreational work involving persons with mental, emotional or physical disabilities.

License/Certification: Possession of a valid New Hampshire driver's license.

RECOMMENDED WORK TRAITS: Knowledge of individual and group behavior and effective ways of working with people. Knowledge of the kinds of activity involved in planned sessions of recreation. Knowledge of current social and health problems and their social applications. Ability to establish and maintain communication with patients and to recognize major needs and problems of patients as individuals and groups. Ability to follow ward and escort procedures and apply precautions and appropriate techniques for assisting patients in emergencies. Ability to provide leadership and assist patients. Ability to supervise subordinate activity aids. Ability to learn new skills related to assigned activities. Ability to prepare reports and maintain records. Ability to work cooperatively with hospital staff, volunteers and patients. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

Salary Range: \$13.12-\$15.24/hr

If interested, contact:

Christine Garrity, CTRS/L
Recreation Therapist I-Tarr South Unit
New Hampshire Veterans Home
603-527-4815
christine.garrity@nhvh.nh.gov

Job Application Form:

<http://admin.state.nh.us/hr/employment.html>