

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Rehabilitation Therapy Assistant 3		<b>Class Code:</b> 00
	<b>FLSA Status:</b> Non-exempt	<b>Salary Schedule:</b> COMOT 3	<b>Effective Date:</b>
	<b>Summary</b> Incumbent provides support in the evaluation and treatment of patients in one of the specific areas of rehabilitation therapy. Incumbent works directly for professional rehabilitation therapy staff.		

**Duties:**

- Directs, instructs and supervises patients/residents in specialized activities such as in arts and crafts activities, music lessons, manual activities or homemaking skills;
- Conducts orientation and ongoing training for patients/residents assigned to therapeutic job stations;
- Advises and reinforces patients on acceptable social behavior employing behavior modification or other techniques;
- Plans, develops and schedules activities for therapeutic field trips and/or camping trips;
- Writes progress notes on patients/residents;
- Assists in in-service training of, and coordinating work of, lower-level assistants;
- Maintains and organizes patient/resident library materials assisting them in library use and recommending reading materials based on their interests;
- Writes daily program activities and/or lesson plans for group or individual therapy sessions;
- Assists in the care and maintenance of facilities and ordering of supplies and equipment making minor repairs on special equipment;
- Attends treatment team meetings and provides input as to individual patients' progress and needs;
- Assesses patients' daily progress and makes recommendations regarding changes in therapeutic activities;
- Performs limited clerical functions required to maintain patients' records;
- Performs related work as required.

**Job Requirements:**

- Specialized knowledge of standard techniques and methods of providing rehabilitation in one specific area;
- Working knowledge of limitations and needs of either the mentally ill, mentally retarded, developmentally disabled or substance abuser;
- Working knowledge of, and proper use of, special equipment or materials utilized in one area of rehabilitation therapy;
- Working knowledge of sociology and psychology as they relate to assessing rehabilitation needs of patients;
- Working knowledge of, and ability to implement, behavior modification techniques to complement rehabilitation therapy programs;
- Working knowledge of other rehabilitation therapy programs;
- Ability to stimulate patients' interest in specialized activities;
- Ability to communicate verbally and in writing to prepare progress notes and to recommend changes at treatment team meetings;
- Ability to organize library or other written materials and maintain records and files;
- Ability to follow standard treatment procedures within special area of rehabilitation therapy;
- Ability to assess patients' progress and needs and to change instructional methods as appropriate.

**Difficulty of Work:**

Work requires application of standard therapy procedures, specialized knowledge of one area of rehabilitation therapy and the ability to coordinate and direct therapeutic activities for patients/residents.

**Responsibility:**

Incumbent receives general instructions regarding the standard therapy programs to conduct and follows established procedures in implementing a specialized program on a daily basis. Incumbent works with a high degree of independence as the only therapy staff directing patients/residents in specific activities or as the senior level paraprofessional coordinating work of, and supervising, lower-level assistants. Incumbent uses judgment in executing specific programs and adapting daily activities to individual needs. Work is reviewed through observation of quality of services provided and through ongoing review of judgment at team meetings. Because of independence, faulty judgment or poor quality of services provided can have adverse effects on patients' rehabilitation.

**Personal Work Relationships:**

Incumbent has working contacts with a full range of professional and support staff at a state institution as well as with patients in order to provide rehabilitation therapy treatments.

**Physical Effort:**

Work normally requires standing, walking and sitting. Incumbent is required to lift patients and push wheelchairs in some cases.

**Working Conditions:**

Incumbent works in an institutional setting in a therapy department or in a ward.