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|  <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p> | Class Title: Rehabilitation Therapy Assistant 4 | | Class Code: 00 |
| | FLSA Status: Non-exempt | Salary Schedule: COMOT 4 | Effective Date: |
| | Summary Incumbent works as a staff assistant within the Rehabilitation Therapy Service delivery system of a state institution. Incumbent works within one of the specific areas of rehabilitation therapy. Under supervision and direction of professional therapists, assists with care and treatment of patients receiving rehabilitation services. | | |

Duties:

- Assists in evaluation of patients' needs and abilities;
- Directs patients in routine recreation, arts and crafts, music or manual activities, both individually and in groups;
- Conducts routine orientation training for patients, encouraging their participation and reinforcing acceptable social behavior;
- Assists in the care and maintenance of supplies, equipment and facilities;
- Performs related clerical functions such as scheduling, filing and recordkeeping;
- Prepares progress notes and appropriate documentation concerning recording notable patient behavior;
- Attends treatment team meetings to provide input as to progress of individual patients based on daily observations;
- Performs related work as required.

Job Requirements:

- Working knowledge of the principles and specific methods of carrying out rehabilitation therapy programs;
- Working knowledge of limitations and needs of either the mentally ill, mentally retarded, developmentally disabled or substance abuser;
- Ability to gain skills and knowledge required to conduct specific rehabilitation activities;
- Ability to conduct routine activities in one of the established rehabilitation areas;
- Ability to stimulate patients' interest in rehabilitation activities;
- Ability to communicate verbally and in writing to explain patients' progress and/or behavior;
- Ability to establish and maintain harmonious relationships with co-workers and patients;
- Ability to perform a variety of clerical functions.

Difficulty of Work:

Work requires knowledge of, and ability to follow, prescribed treatment procedures in order to conduct rehabilitation activities.

Responsibility:

Incumbent follows prescribed methods and procedures in conducting group or individual rehabilitation therapy activities. Incumbent makes choices and uses judgment in daily assessment of patients' progress and needs, reporting observations to professional staff. Incumbent works under moderate supervision. Work is observed in process and upon conclusion to ensure that treatment objectives are being met. Due to supervision from professional rehabilitation staff or a higher-level paraprofessional, errors in work are rare or readily detected.

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.