



Job Title:	Recreational Therapist
Department:	Recreational Therapy
Supervisor's Title:	Director of Recreational Therapy
Positions Supervised:	None
Job Category:	Professional Therapist
Job Status:	Fulltime, Exempt Professional Paid on Fee Basis

Overview

A recreational therapist works with an individual, their loved ones, and other service providers to create a program that restores, remediates, or rehabilitates an individual. The recreational therapist then provides regular therapy under this program in order to improve the individual's functioning and independence. Recreational therapists may use such activities as sports, dramatics, arts/crafts, and social activities to do so. Therapists work either one-on-one with clients or in a group setting with no more than four (4) individuals. Recreational therapists set their own schedules and may work non-traditional hours at times, including evenings and weekends. Therapists work independently, but are under the supervision of the director of recreational therapy.

Areas of Responsibility

- Create and maintain own daily, weekly, and monthly work schedules to accommodate each of the individuals, their family members, and their treatment teams.
- Create an individualized recreational therapy plan for an individual that takes into account the individual's history, needs, and specific therapy goals.
- Provide regular, high quality recreational therapy in a one-on-one or group setting.
- Work collaboratively with residential providers, case managers, families, and others for the benefit of the client.
- Attend at least two team meetings (the annual meeting is mandatory) for the client each year. This is at the client's discretion.
- Compose quarterly and annual reports of client progress and upload the document to the state document library.
- Provide case managers and family members updates on recreational therapy services one time per month via email or phone call. This is an informal update. Though not required by the state of Indiana, Sweet Behavior, LLC wants to ensure that all are looped in at all times.
- Comply with requests from the director and other management at Sweet Behavior for information to update personnel files as needed in a timely manner.
- File incident reports if suspected or substantiated abuse, neglect, or exploitation is occurring.
- Perform any other duties that are always in the best interest of your client at all times.
- Complete notes after each visit and send these along with billing twice monthly by no later than the due date decided upon by Sweet Behavior management.
- Ensure that all needed continuing education units (CEU) and other requirements are met as needed to keep licensure and endorsements active.

Service Standards Outlined by the Division of Disability and Rehabilitative Services (DDRS)

- Recreational therapy services should be reflected in the individualized support plan (ISP) regardless of the funding source.
- Services must address needs identified in the person-centered planning process and be outlined in the ISP.
- Services must compliment other services the individual receives and enhance increasing independence for the individual.
- One hour of billed therapy services must include a minimum of 45 minutes of direct care with the balance of the hour spent in related client services.

Activities That Are Not Allowed per DDRS Policy

- Payment for the cost of the recreational activities, registrations, memberships, or admission fees associated with the activities being planned, organized, or directed.
- Any services that are reimbursable through the Medicaid State Plan.
- Therapy services furnished to the participant within the educational/school setting or as a component of the participant's school day.
- Group sizes greater than four (4) participants to one recreational therapist or group sizes exceeding the maximum allowable group size determined by the individualized support team for each group participant.
- Group services when group settings were not determined to be appropriate by the individualized support team for each group participant.

Essential Job Functions

- Demonstrates an interest in and empathy towards individuals with developmental disabilities.
- Be able to actively participate in therapy activities that are of interest to the individual.
- Demonstrates patience and excellent interpersonal skills. Recreational therapists will not only work with clients, but also others involved with them. Therefore, they have to demonstrate a pleasant, professional demeanor in sometimes stressful and unpleasant situations.
- Ability to work effectively independently.
- Demonstrates self-motivation.
- Ability to work non-traditional hours. Recreational therapists set their own schedules to best serve the client, providers, and families.
- Possesses excellent written and verbal communication skills.
- Possesses good word processing and editing abilities.
- Successfully complete all required trainings by the agency, BQIS, CARF, and other regulatory agencies.
- Work in an environment that involves potential exposure to hazards or physical risks that require basic safety precautions.
- Have access to and the ability to operate a motor vehicle to provide transportation for clients. Motor vehicle must be in compliance with federal and state laws and all insurance, registration, and driver's license must be kept up to date.
- Have the desire to work in a non-traditional office setting. Around 90% of the work done by a recreational therapist is not done in an office setting, but rather in clients' homes and community settings.
- Frequent driving. The distance is dependent upon the recreational therapist's caseload choice.
- Have a cellular phone to use for work-related calls.
- Comply with all company policies and procedures.

Minimum Qualifications

- Active certification by the National Council for Therapeutic Recreation (NCTRC)

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about my job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

Employee Signature: _____

Date: _____

Employee Printed Name: _____

Supervisor Signature: _____

Date: _____