

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Recreational Aide

(Job Description, Class Specification & Minimum Qualification Requirements)

<b>Entry</b>	<b>Pay Grade</b>	<b>HE-04</b>	<b>Job Code</b>	<b>6.371</b>
<b>Full Performance</b>	<b>Pay Grade</b>	<b>HE-06</b>	<b>Job Code</b>	<b>6.372</b>

### **Function and Location**

This position works in a hospital or long-term care facility and is primarily responsible to provide supportive, therapeutic, and recreational activities to patients/residents under the general direction of a Recreational Therapist, Occupational Therapist, Activities Coordinator or Registered Professional Nurse V or higher (Director of Nursing). The position may be required to work on shifts, including evenings, and weekends and holidays.

### **Key Duties and Responsibilities**

1. Under the general guidance and review of the supervisor and with consideration to patients/residents abilities and/or disabilities, this position exercises initiative and imagination in independently planning, organizing, and implementing activities which are appropriate for the subject group.
2. In collaboration with the supervisor, appropriately assesses and re-assesses the residents activity interest needs and concerns through observation, conversation and with written information.
3. Assist the supervisor, to reintegrate patients/residents into the community by accompanying residents on excursions to shopping malls, theaters, and restaurants, on picnics, bus/van rides, and other appropriate leisure activities within the community.
4. Works with patients/residents on an individual basis as necessary.
5. Coordinate activities with other hospital staff to ensure that all supplies, equipment, materials, etc., are available and serviceable for the planned activities; ensures that there are no conflicts with other disciplines or schedules; logs activities planned/scheduled on activity calendar blackboard.
6. Work closely with the hospitals dietary department in making request for special or ethnic food selections; ensuring that dietary department and all involved personnel are aware when patients/residents will be off-site for a particular meal, and when plans are changed.

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7. Maintain established hospital and work unit policies, procedures, objectives, continuous quality improvement programs, and safety measures.
8. Transport patients/residents to and from recreational activities and assists with ambulation when necessary.
9. May be assigned volunteers, students, and lower-level staff to assist with activities, programs and selected work assignments.
10. Implement moderately complex therapeutic measures prescribed for the patient/resident in accordance with standard methods and procedures.
11. Record entries and maintain records of patient/resident charts documenting behaviors, attitudes, responses, plans, goals, and other significant incidents on a regular basis.

### **Other Duties**

In addition to the key duties and responsibilities, this position may be assigned to:

Prepare, setup, clean-up and return of all equipment and supplies to proper areas at the end of an activity; help operate and maintain audiovisual equipment; assist with inventories; responsible for the maintenance and care of all the equipment, supplies and facilities related to recreational activities; reports shortages, needs, and requests for supplies and equipment; assists Certified Nurse Aide or licensed staff with toileting, bathing, dressing, and grooming; may operate motor vehicles to transport patients on excursions into the community, may be assigned to attend interdisciplinary groups and other meetings; and perform other related duties as assigned.

### **Knowledge and Abilities used in Performing Key Duties at the Full Performance Level**

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to the patients/residents of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

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### **Supervision Provided By**

A Recreational Therapist, Occupational Therapist, Activities Coordinator, or Registered Professional Nurse V or higher (Director of Nursing) provides supervision to the position.

**Instructions Provided:** Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

**Assistance Provided:** Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new and unusual situations.

**Review of Work:** Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure that acceptable practices are followed.

### **Prerequisite Qualifications Required for the Entry Level**

**Education:** High school diploma or the equivalency is preferred.

**Experience:** One year of work experience in a hospital or other medically oriented institution or program where the primary or basic objective was to observe and report on a variety of physical and/or mental symptoms and conditions and implement care and/or treatment procedures for a caseload of patients/residents.

**Knowledge and Abilities:** Must have demonstrated knowledge of basic spoken and written English; personal hygiene; bodily care and body mechanics; and housekeeping; the ability to read, write, speak, understand and communicate effectively with others in English; perform tasks involving heavy physical effort (e.g., lift, position, push, pull, and carry 50 lbs. or more; and walk/stand for extended periods of time); demonstrate poise and tact in dealing with a wide range of patients/residents with different illnesses and injuries; interact patiently and respectfully with staff, patients/residents and visitors.

### **Prerequisite Qualifications Required for the Full Performance Level**

In addition to the qualifications required at the entry level:

**Experience:** One year of progressively responsible work experience in a recreational care program/setting which involved receiving on-the-job training in performing a variety

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of basic recreational therapy practices and techniques.

**Knowledge and Abilities:** Must have demonstrated basic knowledge of recreational treatment plans and leisure-time activities; normal human growth and development; and the ability to adhere to orders and independently carry out simple recreational activities and therapeutic treatment plans; communicate and deal effectively with patients/residents and their families; and work effectively with others.

### **Substitution Allowed:**

- a. Successful completion of an occupational therapy assistant education program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) which leads to an associate degree may be substituted for one year of the work experience required.
- b. Graduation from an accredited college or university with a bachelor's degree in recreation, physical education, special education, psychology or sociology which included a minimum of 12 semester credit hours or 18 quarter hours in recreation or therapy oriented area of study such as community recreation, physical fitness, gross motor skills, human growth and development, human personality and behavior, and/or abnormal psychology may be substituted for all of the work experience required.

### **Certification Required:**

Basic Life Support (BLS) for Healthcare Workers must be obtained within six months of employment.

**Driver's License:** For certain positions, possession of a valid State of Hawaii Driver's license(Class 3) or any other valid comparable driver license may be required.

**Desirable Qualifications:** Possess, or be able to obtain a Public Utilities Carrier license.

**Health and Physical Requirements:** All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

### **ADDENDUM ATTACHED**

Yes

No