



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## THERAPY PROGRAM COORDINATIVE ASSISTANT

Job Number: 20000964

Job Code: 41270V000101

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 06/16/1982

Job Revised: 02/24/2006

|           |   |                               |
|-----------|---|-------------------------------|
| Grade: 09 | Salary (MIN - MID):                             | <b>Special Entrance Rate:</b> |
|           | \$11,224-\$14,869 - Hourly                      | <b>NONE</b>                   |
|           | \$1,823.90-\$2,416.22 - 37.5 Hr. Monthly Salary | <b>NONE</b>                   |
|           | \$1,945.50-\$2,577.30 - 40 Hr. Monthly Salary   | <b>NONE</b>                   |

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates the work of others and performs para professional work within a specified institutional area in implementing treatment or intake services developed and administered by professionals in a physical, occupational, recreational, educational and/or psychiatric therapy field; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have three years of therapeutic or patient care experience.

#### **Substitute EDUCATION for EXPERIENCE:**

College will substitute for the required experience on a year-for-year basis up to a maximum of two years.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Ensures that staff members in the assigned area are operating in compliance with policies, procedures and directives. Assures the safety, security, welfare and civil rights of patients. Provides ongoing training to assigned staff as directed. Assures the dissemination of pertinent information to staff. Makes staff reassignments to assure continuous program coverage. Provides major input into matters affecting his/her assigned area. Keeps records and develops reports as assigned. Provides program services within the Admissions Office to patients, clients, families and staff. Initiates intake services. Orients individuals to hospital routine, rules and procedures. Conducts individual and group therapy sessions in accordance with individual treatment plans (ITP) designed and administered by a qualified therapist. Attends patient staffings and program review meetings to provide input on specific patients. Documents patient participation and progress under ITP. Coordinates subprofessional nursing staff participation in patient therapy. Keeps required records and develops normal operating reports as required by the specific program. Assures compliance by residents and staff with agency and facility policies and procedures. Assures that assigned therapy area is maintained in a neat orderly fashion. Attends training sessions and reads appropriate literature to maintain skills. Assists in planning specialized activities such as Special Olympics. Maintains constant awareness of patient safety. Assists in conducting initial patient evaluations. Interacts with patients and documents problems patient identifies. Assures that patient's daily needs in terms of hygiene, food, linen, etc. are met.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

This position typically requires working in an institution or facility with individuals who may have mental illness, mental retardation, developmental disabilities, etc.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*