**Job Description:** Therapeutic Recreation Director

**Reports To:**  Executive Director

**Positions Supervised:** Therapeutic recreation staff

**Summary:**

The Therapeutic Recreation Director creates therapeutic recreation programming in order to help clients to restore motor, social and cognitive functioning and build confidence so the client is able to integrate skills learned in the treatment setting into community settings.

**Qualifications:**

* Must meet all of the following criteria:
* Successfully completed certification course approved by the state.
* Able to read, write and speak English
* Free of a criminal background that is a Disqualifying Offense as defined by the Illinois Department of Public Health
* The Therapeutic Recreation Director (TRD) must complete mandatory training, as prescribed by the Illinois Department of Human Services Division of Mental Health (DMH/DHS), prior to assuming the duties of this position (or within the last 5 years). The TRD must have excellent written and verbal communication skills. It is preferred that the TRD has a minimum of 1 yr. experience working with chronically adults with severe mental illness. The TRD must possess interpersonal skills necessary to exchange information and maintain courteous relationships with clients, families, coworkers, supervisors and visitors of the facility. The TRD must be able to demonstrate ability to build rapport with clients in which they serve.

**Skills Required:**

* Strong aptitude for verbal and written communication, presentation and relational development.
* Understanding of best practices in clinical mental health treatment and interventions
* Strong ability to connect and build rapport with clients with severe and persistent mental illnesses

**Essential Duties:**

1. Create a Therapeutic Recreation Program designed to meet the needs and interests of all clients
2. Create a monthly calendar of events as it relates to the Therapeutic Recreation Program; Communicate and implement the content of this calendar with all clients and staff
3. Complete a comprehensive Therapeutic Recreation Assessment on each client upon admission, quarterly, annually & as necessary. This assessment should include each client’s leisure interests, abilities, physical and mental limitations and recreationally related needs. This assessment shall serve as the base from which the individual Treatment Plan shall be developed.
4. Create a Recovery Plan for each client that is individualized for each client and aims to improve their motor, social and cognitive functioning, as well as their self-confidence
5. Attend client Treatment Plan Meetings in conjunction with the interdisciplinary team (IDT) and designate a Therapeutic Recreation staff to attend the Recovery Plan Meetings in your absence.
6. Facilitate monthly Client Council Committee Meetings and generate report to share with Executive Director to ensure clients concerns are addressed
7. Maintain equipment and supplies in a neat and safe manner
8. Attend staff meetings and department head meetings, as assigned by Executive Director
9. Coordinate all facility business with The Board of Elections relating to client voting

**Essential Supervisory Responsibilities:**

1. Hire, train, schedule, supervise, direct and evaluate the performance of any Therapeutic Recreation staff
2. Manage the facility’s Volunteer Program
3. Ensure that therapeutic recreation staff are leading therapeutic recreational groups properly, as assigned
4. Ensure that activity aides are recording and maintaining up-to-date attendance logs for all therapeutic activities
5. Instruct activity aides on how and when to conduct 1:1 therapeutic recreation programs for clients that do not meet the time requirements in the therapeutic groups, as needed
6. Coordinate holiday celebrations and activities with representatives from the corporate office, such as holiday gifts for clients, entertainment coordination, parties, supply orders, catering orders, NAMI walk, etc
7. Ensure the activity aides decorate/change facility bulletin boards monthly or seasonally, as appropriate
8. Coordinate annual MADO Art Fair in conjunction with representatives from the corporate office
9. Coordinate field trips and special events that incorporate all MADO Healthcare facilities
10. Must attend scheduled clinical supervision
11. Other duties as assigned

**Work Environment**

**Lifting Requirements:** Light work - Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.

**Physical Requirements Essential To Perform The Job:** stand; sit; walk; use hands/fingers to handle or feel; climb (stairs/ladders); balance; stoop, kneel, crouch, or crawl; talk/hear; see; taste/smell; pushing or pulling; reaching; repetitive motion; tolerance of hot and cold outdoor temperatures

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Signature Date

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Supervisor’s Signature Date