

Wernle Youth & Family Treatment Center

Job Description

Job Title:	Recreation, Arts, and Leisure Specialist
Company:	Wernle Youth & Family Treatment Center
Department:	Operations
Reports to:	Director of Operations/Education or designee
Status:	Full Time Non - Exempt

Wernle is a non-profit residential treatment – behavioral health care agency committed to providing quality services to children and their families through caring programs and healing relationships, which are reflective of God’s love in Jesus Christ.

Job Summary:

The Recreation, Arts, and Leisure Specialist is responsible for assisting clients in enhancing their independence, self-confidence, decision-making and problem-solving skills, as assigned. Overall responsibilities include facilitating various therapeutic arts and leisure activities that foster team building and social skills development. This position will provide a variety of services and support functions that assists in meeting the individualized needs and interests of adolescent males and females, ages six to 21, while maintaining compliance with COA standards and state, federal, agency and all other applicable rules and regulations, and Wernle policies and procedures.

Essential Duties and Responsibilities:

- Confer with members of treatment team to plan, evaluate, and individualize art and leisure opportunities.
- Design, implement and facilitate various therapeutic recreational, arts, and leisure activities.
- Conduct arts and leisure sessions to improve residents’ physical and social well-being.
- Instruct residents in activities and techniques, such as sports, dance, music, art, outdoor experiences, relaxation techniques, etc. which are designed to meet their physical or psychological needs.
- Obtain information from treatment team, staff, family members and the residents themselves to assess residents’ capabilities, needs and interests.

- Prepare and submit reports to treatment team to reflect residents' recreational, arts, and leisure participation and progress.
- Manage inventory of recreation department arts and leisure supplies.

Other:

- Develop and maintain positive relationships with external customers, families, residents, and employees.
- The ability to work independently and as part of a client centered treatment team; focusing on the strengths, needs, and well-being of the client.
- Attend and participate in weekly supervision meetings.
- Travel as required to carry out assigned duties and responsibilities.
- Obtain thirty-two (32) hours of continuing education credits per year.
- Perform other duties as assigned.

Supervisory Responsibilities:

- None

Education and Experience:

Possesses a minimum high school education certificate by diploma or equivalent. Bachelor degree in Social Services, Human Services or related field of study from an accredited school preferred.

1. Excellent verbal, written, and organizational skills.
2. Ability to facilitate groups and workshops; ability to teach recreation, arts, and leisure skills to others.
3. Knowledge of components related to recreation, arts, and leisure, including; arts, crafts, games, and other activities in an arts and leisure recreation program.
4. Skilled in the use of personal computer, printer, fax machine, and basic office equipment.

Language Skills:

Possesses ability to read, analyze and interpret assessments, professional journals, ability to write reports, ability to verbally communicate with residents and co-workers, ability to write procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Ability:

Possesses ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Possesses ability to apply reasonable understanding to carry out instructions provided in verbal, written or diagram format; ability to exercise good judgment; ability to identify and respond to problems and crisis situations in the time frame and manner demanded by their severity.

Certificates, Licenses, Registrations:

Possesses valid Driver's License, and be an eligible driver on Wernle's insurance plan.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Mental Requirements:

The mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Mental requirements include**, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt to and stay alert in a busy work environment. Other requirements include the ability to maintain personal and emotional boundaries with residents and the ability to accept and manage change and ambiguity in a variety of situations.

Work Environment:

The work environment described here is representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may frequently drive an automobile taking children to activities. The employee is occasionally exposed to physical activities with the children that could result in restraining a child as well as physically removing a child to a secure setting. Employees may be exposed to outside weather conditions, blood borne pathogens, and a constant or intermittent high noise level that could cause distraction or hearing loss. The noise level in the work environment is usually moderate to loud.

I have read the above job description and fully understand the requirements set forth therein. I accept the position of Recreation, Arts, and Leisure and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my abilities.

Employee Signature

Date