

JOB POSTING

Position: Therapeutic Recreation Coordinator

Full-time

Non-Exempt

SUMMARY

Responsible for the design and delivery of psycho-educational group content and materials in MHY Residential Treatment Facility ("RTF") programming. Trains and supports the training of the Therapeutic RA and other employees in the delivery of psycho-education content and activities, and directs employees during content delivery as necessary. Collaborates with Development employees and others as needed to support volunteers in the preparation and delivery of psycho-educational/recreational activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- Directly or through the Therapeutic RA creates, trains and ensures the implementation of psycho-education groups and activities that support RTF programming.
- Ensures that training and implementation of psycho-educational activities are replicated successfully within unit programming as appropriate, and as directed.
- As necessary, coordinates with Development and participates with volunteers on the delivery of psycho education/recreational activities.
- Provides positive role modeling for residents in areas of communications, decision-making, and problem solving.
- Supervises and assists residents in support of collective and individual treatment goals.
- Accurately completes group notes, Safety Plans, Serious Incident Reports, and other documentation in a timely manner.
- Communicates in an effective manner with co-workers regarding residents' daily living activities.
- Assumes a leadership role in psycho-education/recreational programming, particularly during crises, to affect calm and effective solutions.
- Reports any inconsistencies, conflicts or problematic situations to the Assistant Director, Residential.
- Responds appropriately and effectively to directives assigned by the Assistant Director, Residential and other supervisors as appropriate.
- Ensures a safe environment for both residents and co-workers.
- Distributes medications effectively and as prescribed.
- Participates in meetings and training sessions, as scheduled.

SUPERVISORY RESPONSIBILITIES

Is responsible for the supervision of the Therapeutic RA in his/her TRA capacity and activities.

EDUCATION and/or EXPERIENCE

Bachelor's degree in a related field of study preferred; high school diploma and a minimum of two years prior related experience in youth direct care services required; minimum of one year prior experience

designing and delivering psycho-education content and programming activities; or equivalent combination of education and experience. Must be 21 years of age with current Act 33, 34 and FBI clearances, and current PA state driver's license with an insurable driving record required. Must possess demonstrated PC skills including basic MS Office applications. Additional training or licensing as required by regulations, or as deemed necessary by the Executive Director or Director.

EOE