

TOWN of HAMDEN
Recreational Therapist – Elderly Services

Non-classified / Non-competitive
Elderly Services Department

Non-Bargaining Unit Position
Part-Time: Hourly Rate: \$13.00

Position Definition: Performs reassurance work in generating telephone calls to elderly residents to inquire on their well-being and receiving calls from the elderly or interested family members, neighbors, or others concerning the well-being of the elderly. The therapist communicates information to staff or public safety departments for follow-up. In addition, the therapist provides recreation activities for individuals to improve their physical, mental and emotional well-being. The therapist works with staff and the Coordinator to develop and carry out therapeutic interventions.

Supervision Received: Works under the general supervision of the Elderly Services Coordinator or other designee.

Examples of Essential Job Duties: Prepares calling lists of elderly residents which includes names referred to Elderly Services by family members, social service agencies, neighbors, Elderly Outreach Counselors, or at the request of home bound or elderly persons living alone. Interacts with called elderly residents; determines if the elderly citizen is physically well, has any needs or requests, and follows-up as appropriate. In unforeseen situations may make calls to emergency medical or police services for follow-up. Refers routine requests to Elderly Outreach Counselors. Receives requests for transportation; screens requests and makes appointments as necessary. The Therapist responds to inquiries concerning programs and services; makes appointments and referrals as necessary and appropriate. Develops recreational activities which will provide opportunities for socialization, entertainment, and a sense of belonging; develops educational programs designed to stimulate members to new areas of interest and provide opportunities for interaction. May assist supervisor and administrative staff in routine office duties such as filing and programs; performs other related duties as assigned.

Minimum Qualifications Required: An Associates Degree in therapeutic recreation or another subject/area related to health care. Two or more years experience working with the elderly is desired. The ability to write and plan programming with the approval of the Coordinator.

Knowledge, Skills, and Abilities: Must be able to relate to elderly persons in a positive and understanding manner. Ability to understand and follow oral and written instructions and ability to make minor decisions in accordance with departmental policy. Must have the ability to establish and maintain effective working relationships with other employees and the general public. Must acquire a proficiency in department computer applications or software and be able to utilize the Town's email system, or be able to acquire these skills within a limited training period as determined by department needs.

License or certificate: Must have a current valid Connecticut driver's license.

Physical, mental exertion/environmental conditions: Performs duties in an office environment. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. There is some stress in dealing with the public.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

Approved by the Civil Service Commission on June 2, 2014.