

City of San José
CLASS SPECIFICATION

TITLE: THERAPEUTIC SERVICES MANAGER (7130)

| DEPARTMENT | ACCOUNTABLE TO | FLSA STATUS |
|------------|---------------------------|-------------|
| PRNS | Recreation Superintendent | Exempt |

CLASS SUMMARY

Under general direction, performs work of considerable difficulty in planning, organizing, directing and coordinating therapeutic recreation operations at one or more community centers for the Recreation and Community Services Division of the Parks, Recreation and Neighborhood Services Department. Responsible for overall direction and administration of an integrated service of specialized therapeutic recreation programs as well as the therapeutic rehabilitation treatment plans and services for clients with serious mental disabilities and disorders.

DISTINGUISHING CHARACTERISTICS

This is the highest level in the Therapeutic series. This class differs from the lower level Sr. Therapeutic Treatment Specialist in that Sr. Therapeutic Treatment Specialists are only responsible for developing and approving treatment plans and services. The Therapeutic Services Manager is responsible for budget management and policy direction in addition to program implementation. This class differs from other recreation management classes in that Recreation Superintendent is responsible for managing a major section of the Recreation and Community Services Division, comprised of multiple program and service areas and facilities. Recreation Supervisors are responsible for supervising general recreation programs.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education

Completion of a Master's Degree from an accredited college or university with a major in Social Sciences, Clinical Psychology, Social Work, Marriage and Family Therapy, Therapeutic Recreation, or a closely related field. (There are no substitutions for education.)

Experience

Six (6) years of progressively responsible experience in developing and implementing therapeutic recreation programs, including three (3) years of supervision of programs serving individuals with cognitive and/or mental health disabilities.

Other Qualifications

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

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- Job Expertise - Knowledge of principles, financial administration, including public budgeting and reporting.
 - Knowledge of :
 - theory, principles, and methods of mental health care, including current trends in research, treatment, prevention, education and related issues
 - methods of implementing and evaluating evidence-based practices in therapeutic services for persons with mental health and/or physical disabilities
 - physical activity as a health benefit in developing and implementing therapeutic programs and services
 - principles of staff consultation, supervision and training
 - laws, codes and regulations governing physical and mental health care, including knowledge of legislatively mandated principles and practices of reasonable and public accommodation
 - planning, organizing and directing large, complex, interdisciplinary (i.e.: developmental, neurological, self-care, sensory, etc) set of therapeutic programs and services in community center settings that are designed to protect and promote community health and wellness
- Management - Evaluates priorities to ensure the 'true' top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.
- Leadership - Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, encourages and rewards risk-taking, allowing others to learn from mistakes.
- Collaboration - Develops networks and builds alliances; engages in cross-functional activities.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Communication Skills - Communicates and listens effectively and responds in a timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form.

Desirable Qualifications

- Possession of a valid California Driver's License.
- Certification as a Mental Health Rehabilitation Specialist by the State of California Department of Health Care Services may be required.
- First Aid and Basic Life Support Certificate by the State Department of Health Care Services may be required.
- National Council for Therapeutic Recreation Specialist (NCTRC) Certification may be required.

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| DUTY NO. | TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: | FREQUENCY* |
|-----------------|--|-------------------|
| 1 | Oversees the development and implementation of all therapeutic programs and services in community center settings. Coordinates the strategic efforts of the City's Therapeutic team. | Continuous |
| 2 | Through subordinate personnel, hires, trains and evaluates the work of a diverse, large staff, making recommendations on hiring, retention, promotion, and other personnel actions to meet community center goals and objectives. | Frequent |
| 3 | Implements program and staffing plans to ensure the level of expertise meets professional standards and established budgets | Frequent |
| 4 | Participates in case reviews with Senior Therapeutic Treatment Specialist and/or outside agencies to implement appropriate mental health recreation and treatment services. | Occasional |
| 5 | Initiates, develops and directs large county grants and joint agreements in order to supplement the operating budget for the community center environment. | Occasional |
| 6 | Directs and manages specialized leisure programs activities and special events for mentally, physically and neurologically disabled individuals. | Occasional |
| 7 | Negotiates all contracts, develops program budgets, and provides fiscal management over all therapeutic programs in a community center setting. | Occasional |
| 8 | Provides supervision and coordinates training for all staff working with adults with serious mental illness and developmental disabilities. | Frequent |
| 9 | Develops marketing strategies and community education in a community center setting. | As Required |
| 10 | Prepares written reports for the City Council and City Manager. | As Required |

*Frequency defined as %, (totaling 100%) or "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

CLASSIFICATION HISTORY Established 05/07; Rev 5/15 7130s001