

AVOCATIONAL CRAFT COORDINATOR

KIND OF WORK

Paraprofessional craft shop therapy work.

NATURE AND PURPOSE

Under general supervision, plans and delivers institution-wide craft activities to patients/residents as an integrated component of treatment; performs related work as assigned.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Establishes formal class curricula to teach craft activities to patients/residents as prescribed by interdisciplinary treatment teams so that a variety of avocational pursuits are available for program planning through assessment of overall population needs.

Instructs patients/residents in craft classes (leather craft, wood work, lapidary, etc.) to develop skills identified in the individual treatment plan through formal and informal teaching/coaching.

Provides the opportunity for patients/residents to participate in voluntary craft activities developing alternative leisure time skills through individualized and group instruction utilizing craft shop facilities.

Schedules and conducts activities for clients to constructively use their time during daytime, evenings and weekends by arranging attendance at ballgames, movies and special events.

Reports to the treatment team on patient/resident progress toward established goals to assist in planning therapy through observations of behavior and medical condition and measurement of patient capabilities.

Records patient/resident treatment data in chronological records to profile activity during treatment by charting attendance, behavior and progress.

Orders and maintains supplies and equipment for the craft shop so that quantities fulfill service needs by measuring inventory levels and preparing requisitions.

Inspects equipment regularly to ensure that equipment is operational/safe by testing the working condition of equipment.

Establishes rules and regulations for use of potentially hazardous tools and equipment to ensure patient/resident safety by analysis of the environment and/or application of industrial safety practices.

Plans, assigns, organizes and directs the work activities of subordinate staff to ensure smooth operation of the craft shop through training, observation, work assignments and annual performance review.

Provides health care to patients/residents so that response to treatment is not impeded by physical illness through administration of medications/ treatments, taking and monitoring vital signs, intervening when patient behavior is threatening to others or himself/herself.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Industrial and creative crafts sufficient to generate class curricula and instruct patients/residents in development of vocational and recreational skills.

Power and hand tools sufficient to instruct others in their use, maintenance and application of safety standards.

Client groups (mentally ill, geriatric, chemically dependent) sufficient to develop integrated class curricula to achieve treatment goals and adapts to individual functioning levels.

Industrial safety standards sufficient to ensure the physical safety of clientele and staff while in the craft shop.

Internal requisition procedures sufficient to obtain necessary supplies for ongoing operation of the craft shop.

Skill in:

Communication (oral and written) sufficient to provide the treatment team with pertinent information regarding patient/resident abilities, participation and progress in craft activities to enable the team to evaluate established goals.

Ability to:

Evaluate and document patient/resident participation and progress in the craft shop as it relates to the treatment process.

Plan and evaluate the work of paraprofessional staff assigned to teach vocational crafts.

Provide and/or supervise patients/residents in performing activities of daily living by tube feeding, attaching adaptive feeding equipment, escorting to and monitoring activities in mealtime routines; by using specialized bathing tables, tubs and bath solutions.

SPECIAL WORK CONDITIONS

The craft shop presents a potentially hazardous work environment since duties require use of power tools. In addition, the employee may be subject to unpredictable and hazardous patient/resident behaviors.

Est.: 11/83TC: 4/84
Rev.:

Former Title: Institution Advocational
Craft Coord.