



**STATE OF OREGON**  
**Oregon Health Authority (OHA)**  
**POSITION DESCRIPTION**

**Position Revised Date:**  
11/19/2014

**This position is:**

- ☒ **Classified**  
☐ **Unclassified**  
☐ Executive Service  
☐ Mgmt Svc – Supervisory  
☐ Mgmt Svc – Managerial  
☐ Mgmt Svc – Confidential

**Agency:** Oregon Health Authority

**Division:** Addictions and Mental Health/Oregon State Hospital

☐ New ☐ Revised

**SECTION 1. POSITION INFORMATION**

- a. Classification Title: Activity Coordinator
- b. Classification No: C6520 c. Effective Date: 1/6/2025
- d. Position No: \_\_\_\_\_
- e. Working Title: Activity Coordinator
- f. Agency No: 44300
- g. Section Title: Treatment Services Department
- h. Employee Name: \_\_\_\_\_
- i. Work Location (City — County): Salem - Marion, Junction City - Lane
- j. Supervisor Name: \_\_\_\_\_
- k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year  
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
- l. FLSA: ☐ Exempt If Exempt: ☐ Executive ☐ Professional ☐ Administrative  
☒ Non-Exempt
- m. Eligible for Overtime: ☒ Yes ☐ No

**SECTION 2. PROGRAM AND POSITION INFORMATION**

- a. Describe the program in which this position exists. Include program purpose, who's affected, size and scope. Include relationship to agency mission.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation and transparency. OHA's health equity definition is "Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances. Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address: the equitable distribution or

redistributing of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities.

The Oregon State Hospital Division is aligned with the Oregon Health Authority’s core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In our practice, these values are expressed through:

Service Excellence:

- Understanding and responding to Oregon public health needs and the people we serve
- Pursuing our commitment to innovation and science-based best practices
- Fostering a culture of continuous improvement

Leadership:

- Building agency-wide and community-wide opportunities for collaboration
- Championing public health expertise and best practices
- Creating opportunities for individual development and leadership

Integrity:

- Working honestly and ethically in our obligation to fulfill our public health mission
- Ensuring responsible stewardship in public health resources

Health Equity:

- Eliminating health disparities and working to attain the highest level of health for all people
- Ensuring the quality, affordability, and accessibility of health services for all Oregonians
- Integrating social justice, social determinants of health, diversity, and community

Partnership:

- Working with stakeholders and communities to protect and promote the health of all Oregonians
- Seeking, listening to, and respecting internal and external ideas and opinions
- Exploring and defining the roles and responsibility of public health staff and partners

Innovation:

- We are not satisfied with the status quo if there are new and better ways to meet the needs of the people we serve. We bring creativity, experience, and openness to our search for solutions to problems. We pursue opportunities to develop new evidence to evolve our practices.

Transparency:

- We communicate honestly and openly, and our actions are upfront and visible. We provide open access to information and meaningful opportunities to provide input and participate in our decision-making.

OSH uses the Collaborative Problem Solving model as its foundation of care across all disciplines, including nursing and direct-care unit staff.

This position is within the Treatment Services Department at Oregon State hospital, which provides evaluation and treatment to persons with mental illness. Approximately 730 patients are served at two hospital sites through different treatment programs.

We are a psychiatric hospital that inspires hope, promotes safety, and supports recovery for all. Our mission is to provide therapeutic, evidence-based, patient-centered treatment focusing on recovery and community reintegration all in a safe environment.

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

The primary purpose of the Activity Coordinator position is to provide patients at the Oregon State Hospital access to healthy leisure opportunities during the course of their treatment stay that can teach the benefits of wellness and physical activity as well as the use of recreation and leisure activity as a

contributor to emotional and physical well-being. This position also enhances the therapeutic milieu and expands treatment services on the evenings and weekends by providing leisure, recreation and social activities.

### SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.*

| % of Time | N/R/NC | E/NE | DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------|--------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 70%       | R      | E    | <p><b><u>Activity Coordination / Patient Care</u></b></p> <ol style="list-style-type: none"> <li>1. Plan, facilitate and lead recreation of up to 32 hours activities and programming and assist with treatment groups.</li> <li>2. Coordinate staff resources, structure and implement recreation activities and programming.</li> <li>3. Assist clinical staff in groups and therapeutic activities.</li> <li>4. Maintain, track, and communicate an up to date evening and weekend activities/events schedule.</li> <li>5. Understand and apply recovery values and processes in recreation activities and programming for hospital patients.</li> <li>6. Evaluate, create, develop and vary new recreation opportunities for assigned patient groups.</li> <li>7. Evaluate recreation activities and programming for efficacy, feasibility and patient satisfaction.</li> </ol> |
| 10%       |        |      | <p><b><u>Communication and Documentation</u></b></p> <ol style="list-style-type: none"> <li>1. Document participation in activities, events, groups and 1:1 activity according to OSH standards.</li> <li>2. Report behaviors, participation levels and needs of individual patients to Treatment Mall Manager.</li> <li>3. Notify staff and patients of programs, treatment groups, and activities and events by posting schedules and notices.</li> <li>4. Create a staff functional as a part of daily duties.</li> <li>5. Maintain logs of facility use, programs and activities.</li> </ol>                                                                                                                                                                                                                                                                                    |
| 5%        | R      | E    | <p><b><u>Behavioral Management</u></b></p> <ol style="list-style-type: none"> <li>1. Use behavioral management skills in working with patients in accordance with OSH Policies and procedures.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|     |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|---|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |   |   | <ol style="list-style-type: none"> <li>2. Know and follow security and safety policies and procedures established by OSH.</li> <li>3. Participate in Safe Together drills according to department standards.</li> <li>4. Observe, monitor and report challenging, violent or socially destructive behavior and apply appropriate interventions.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5%  | R | E | <p><b><u>Instruction, Equipment and Supplies</u></b></p> <ol style="list-style-type: none"> <li>1. Order, inventory and track recreation and treatment equipment, supplies and materials.</li> <li>2. Follow all hospital policies related to Tools and Sharps.</li> <li>3. Prepare, allocate and distribute recreation and treatment equipment, supplies, and material after activities and programming.</li> <li>4. Monitor the condition of recreation and treatment equipment, supplies, and materials, request repair or replacement as needed.</li> <li>5. Provide resources for special equipment for patient's leisure needs, i.e. sports equipment and craft supplies.</li> <li>6. Arrange and set up the treatment or activity area to provide a safe, effective, and therapeutic environment.</li> <li>7. Provide leadership to participants in implementing programs, activities, and events.</li> <li>8. Explain and demonstrate use and techniques to ensure that recreational services are provided in a safe manner.</li> </ol> |
| 10% | R | E | <p><b><u>Professional Development and Department Standards</u></b></p> <ol style="list-style-type: none"> <li>1. Attend all assigned departmental and supervisory meetings unless excused by Treatment Mall Manager.</li> <li>2. Attend all mandatory trainings as required by OSH policies, Treatment Services department, and other trainings as assigned.</li> <li>3. Identify personal training needs and participation in educational opportunities for continued career development.</li> <li>4. Meet with Treatment Mall Manager regularly.</li> <li>5. Report and coordinate work functions with Treatment Mall Manager.</li> <li>6. Obtain specific certification relating to assigned programming activities, i.e., Food Handler Certification.</li> <li>7. Other duties as assigned.</li> </ol>                                                                                                                                                                                                                                      |
|     |   |   | <p><b><u>Cultural Competency and Diversity</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|         |    |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------|----|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ongoing | NC | E | <ol style="list-style-type: none"> <li>1. Consistently treat consumers, clients, patients and co-workers with dignity and respect.</li> <li>2. Demonstrate recognition and appreciation of the value of individual and cultural differences.</li> <li>3. Ensures that service delivery is provided in a culturally competent way; measures that printed materials are available in different languages as needed and/or in alternate format; bilingual services available and facilities are accessible for all consumers.</li> <li>4. Understands how to access E &amp; I Diversity Coordinator within with questions or practical assistance with service delivery.</li> </ol> |
| Ongoing | NC | E | <p><b><u>Core Values</u></b></p> <ol style="list-style-type: none"> <li>1. As an employee of Oregon State Hospital, demonstrates awareness, understanding and alignment in service delivery with the OHA Core Values.</li> <li>2. Develops and demonstrates competencies and practice of the Collaborative Problem Solving model through formal coaching, training and development opportunities. Applies the Collaborative Problem Solving model with patients and staff at all levels of the organization.</li> </ol>                                                                                                                                                          |

#### SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Working daily with individuals with active symptoms of mental illness who may exhibit significant physical aggression. Work a flexible work schedule, including evenings and weekends. Maybe required to work hours subject to change with little notice. Maybe required to work hours that exceed the assigned schedule, i.e. double shift or a different shift in addition to assigned schedule. Needs to be able to walk, stand for periods, run, and lift 15-50 lbs. Needs to be able to interact with staff and patients, give, and receive instructions, and plan and organize tasks.

#### SECTION 5. GUIDELINES

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures:**

Oregon State Hospital Policy and Procedure Manual, and the Oregon Administrative Rules

**b. How are these guidelines used?**

Activity Coordinator are responsible for adhering to standards and guidelines.

#### SECTION 6. WORK CONTACTS

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

| Who Contacted               | How                   | Purpose                                         | How Often? |
|-----------------------------|-----------------------|-------------------------------------------------|------------|
| Director of Treatment Malls | In-person/Phone/Email | Supervision, programming, and coaching/training | As needed  |
| Treatment Mall Manager      | In-person/Phone/Email | Supervision, programming, and coaching/training | As needed  |
| Other Units                 | In-person/Phone/Email | Programming and communication                   | As needed  |
|                             |                       |                                                 |            |
|                             |                       |                                                 |            |
|                             |                       |                                                 |            |
|                             |                       |                                                 |            |

## SECTION 7. POSITION-RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions:**

EnsureAssure policies are being followed and needs of patients are being met. Assure safety.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

| Classification Title | Position Number | How | How Often | Purpose of Review |
|----------------------|-----------------|-----|-----------|-------------------|
|----------------------|-----------------|-----|-----------|-------------------|

|                                                       |  |                                                                                               |         |                                                                                    |
|-------------------------------------------------------|--|-----------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------------------------|
| Treatment Mall Manager/<br>Director of Treatment Mall |  | Direct review, program planning 1:1 supervision meetings, discipline meetings and in-services | Monthly | Supervision, work plan and outcome review, education, programming and consultation |
|                                                       |  |                                                                                               |         |                                                                                    |
|                                                       |  |                                                                                               |         |                                                                                    |
|                                                       |  |                                                                                               |         |                                                                                    |
|                                                       |  |                                                                                               |         |                                                                                    |

## SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- |                                                  |                                                                     |
|--------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                      |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                       |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                          |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations    |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification.

**All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.**

Demonstrates skill in planning and facilitating recreational, leisure, and social activities. Has a current Oregon Driver's License

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

**Note:** If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

| Operating Area | Biennial Amount (\$00,000.00) | Fund Type |
|----------------|-------------------------------|-----------|
|----------------|-------------------------------|-----------|

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**SECTION 11. ORGANIZATIONAL CHART**

**Attach a current organizational chart. Be sure the following information is shown on the chart for each position:** classification title, classification number, salary range, employee name and position number.

**SECTION 12. SIGNATURES**

|                                         |               |
|-----------------------------------------|---------------|
| _____<br>Employee Signature             | _____<br>Date |
| _____<br>Supervisor Signature           | _____<br>Date |
| _____<br>Appointing Authority Signature | _____<br>Date |