

**Link Associates
Position Opening
DSP – Certified Therapeutic Recreational Specialist (TR Program) On-Call**

POSITION: DSP – Certified Therapeutic Recreational Specialist (TR Program)

POSITION SUMMARY: Responsible to plan, organize, and implement leisure service activities. Assist with participant's assessment, programs, community evaluation and program evaluation administration.

ESSENTIAL JOB FUNCTIONS:

- Plan, coordinate and facilitate activities in the Therapeutic Rec Department, including attendance records, transportation and billing documentation to assure positive outcomes and goal achievement for persons supported.
- Plan, coordinate and facilitate community-based leisure activities on a daily basis. Process registrations, attendance records, and supervise leisure activities to assure positive persons served outcomes and goal achievement for persons supported.
- Coordinate and provide transportation services.
- Assist in training day program direct support professionals to assist and facilitate established leisure programs.
- Assist with the orientation, training, and scheduling of employee, volunteers and interns.
- Assist in evaluating leisure services programs. Compile, record, and review leisure evaluations.
- Represent leisure and Link Associates to internal and external stakeholders, persons served and the community in a professional manner.

QUALIFICATIONS:

- Bachelor's degree in Therapeutic Recreation or a related field required with a minimum of two (2) years related successful work experience preferred. NCTRC certification or completion within six (6) months. Exceptions must receive prior approval from the Executive Director.
- Must meet agency policy on transportation and background checks.
- Possess ability to work on a daily basis utilizing standard office, home, and recreational equipment.
- Proven proficient ability to implement agency rules and procedures, use verbal, presentation, and written communication skills, human relation skills, team working skills, and organizational skills.
- Position will contain Medium physical work consisting of occasional 2-handlifting from floor to waist of up to fifty (50) pounds and occasional 2-hand push/pull of up to sixty (60) pounds of force. This position consists of frequent standing, walking and reaching. The position requires frequent forward bending or crouching or stooping. The employee will need to occasionally climb stairs without the use of railings and occasionally sit.

Submit Internal Transfer Request, Current Resume and Cover letter to:

Robin Stewart
Human Resources
Link Associates
1452 29th Street
West Des Moines, Iowa 50266

Link Associates is an Equal Opportunity Employer