



RECREATION THERAPIST, CORRECTIONAL FACILITY

TR54/9286 – Exam Code: 9RC56

OPEN – STATEWIDE

CONTINUOUS FILING AND JOB VACANCIES

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

EXAMINATION BASE

DEPARTMENTAL OPEN FOR:

California Prison Health Care Services (CPHCS)

POSITION DESCRIPTIONS AND LOCATION(S)

A **Recreation Therapist, Correctional Facility**, under general direction, in a State correctional facility, leads, instructs, and encourages inmate patients in a program of individual and group activities of a physical, social, and cultural nature such as indoor and outdoor games and sports, dance, parties, dramatics, and special interest clubs; supervises entertainments and movies and assists in planning programs for special occasions; with the therapeutic team, plans treatment goals for specific patients; assists in coordinating recreation therapy with other therapeutic programs; as assigned, coordinates the activities program of a group of patients including simple crafts, games, social and musical activities, and instructs unit personnel in basic activity skills; observes patients' reactions and progress and records clinical notes to be included in medical files and prepares reports; orders supplies and equipment and cares for equipment and facilities; maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, other or to property; maintains security of working areas and work materials; inspects premises and searches inmates/youthful offenders for contraband, such as weapons or illegal drugs; and other related duties.

Positions exist statewide with the California Prison Health Care Services.

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time, unless the applicant has tested within the testing period indicated below

HOW TO APPLY

Submit an Examination Application (Std. Form 678), and a Supplemental Application to the address listed below:

By mail with:
California Prison Health Care Services
Selection Services Section
P.O. Box 4038, Suite 350
Sacramento, CA 95812-4038

or **In person with:**
California Prison Health Care Services
Selection Services Section
501 J Street, Suite 350
Sacramento, CA 95812

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The Supplemental Application for Recreation Therapist, C.F. can be downloaded from State Personnel Board's website at www.jobs.ca.gov, CPHCS' website at www.cphcs.ca.gov or CDCR's website at www.cdcr.ca.gov or copies can be obtained by calling (916) 445-1086.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ TESTING PERIOD

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

The testing period for this examination is six (6) months. Once you have taken the Training and Experience Assessment examination, you may not retest for six (6) months.

SALARY RANGE

Currently as of July 1, 2007:

\$5,679 - \$6,367 Monthly This salary range applies to incumbents appointed to all Adult Institutions and Division of Correctional Health Care Services.

Through October 2011, full-time employees' monthly salary will be reduced by 4.62% in exchange for eight (8) hours of leave, credited to each employee's leave balances as Personal Leave Plan 2010 credit.

BENEFITS

For a summary of benefits provided by the Department of Personnel Administration, click here <http://www.dpa.ca.gov/benefits/orientation/Benefits.shtm> or the State Personnel Board, click here <http://www.jobs.ca.gov/OEC/benefits/benefits.aspx>

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.

MINIMUM QUALIFICATIONS

Education: Equivalent to graduation from a recognized college with major work in recreation or recreation therapy. The major must have included supervised field work. (Registration as a senior will admit applicants to the examination, but they must produce evidence of graduation or its equivalent and completion of the required field work before they will be considered eligible for appointment.)

Note: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four-year Bachelor's degree.

Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility including physically, mentally and developmentally disabled persons; willingness to work in a State correctional facility ;alertness; keenness of observation; tact; patience; and emotional stability.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

EXAMINATION PLAN

This examination will consist of a Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Supplemental Application. See section titled "How to Apply" for information on where to obtain a copy of the Supplemental Application and other needed materials.

Candidates who meet the "Minimum Qualifications" will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Theory and practice of mental and physical rehabilitation of mentally, physically and developmentally disabled persons.
2. Therapeutic principles and techniques of group and individual activities used in recreation therapy, and skill in their application.
3. Various types of recreation and entertainment activities and providing leadership of these activities.
4. Basic pathology of diseases and disabilities resulting in psychological, physical or organic conditions of the patient.

B. Ability to:

1. Provide leadership of various types of recreation and entertainment activities.
2. Interpret recreation therapy activities to staff, health care providers, patients, and others.
3. Teach others basic activity skills.
4. Prepare reports and records to be included in medical files.
5. Analyze situations accurately and adopt an effective course of action.
6. Establish and maintain cooperative interrelationship with individuals and groups.

**ELIGIBLE LIST
INFORMATION**

An open merged eligible list will be established for CPHCS. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

**VETERANS POINTS/
CAREER CREDITS**

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career Credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at the State Personnel Board or their website at spb.ca.gov, local offices of the Employment Development Department, and at the California Prison Health Care Services.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Prison Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

Veteran's Preference: California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance and Open, Nonpromotional Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CPHCS EXAMINATION INFORMATION CALL (916) 445-1086
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038
www.cphcs.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

Recreation Therapist, CF

CONDITIONS OF EMPLOYMENT - CDCR ADULT & YOUTH FACILITY LISTING ONLY

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.
If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work you will be charged with a waiver. **After three such waivers and/or you do not reply promptly to the contact, your name will be made inactive. ON OPEN EMPLOYMENT LISTS, once your name is placed inactive, it cannot be reactivated.** Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- (D) Permanent Full-Time (R) Permanent Part-Time (K) Limited-Term Full-Time (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

NOTE: California State Prison has been abbreviated to "CSP." Youth Correctional Facility has been abbreviated to "YCF."

- (5) ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.

7238 UPPER NORTHERN REGION – If this box is marked, no further selection is necessary.

ADULT FACILITIES:

- | | | |
|---|---|---|
| <input type="checkbox"/> 0802 Pelican Bay State Prison
Crescent City, Del Norte County | <input type="checkbox"/> 1802 California Correctional Center
Susanville, Lassen County | <input type="checkbox"/> 1805 High Desert State Prison
Susanville, Lassen County |
|---|---|---|

7231 NORTHERN REGION – If this box is marked, no further selection is necessary.

ADULT FACILITIES:

- | | |
|---|--|
| <input type="checkbox"/> 0309 Mule Creek State Prison
Ione, Amador County | <input type="checkbox"/> 3417 Richard A. McGee Correctional
Training Center,
Galt, Sacramento County |
| <input type="checkbox"/> 3423 CSP, Sacramento
Represa, Sacramento County | <input type="checkbox"/> 3901 Deuel Vocational Institution
Tracy, San Joaquin County |
| <input type="checkbox"/> 4804 California Medical Facility
Vacaville, Solano County | <input type="checkbox"/> 4811 CSP, Solano
Vacaville, Solano County |
| <input type="checkbox"/> 2102 CSP, San Quentin
San Quentin, Marin County | <input type="checkbox"/> 5505 Sierra Conservation Center
Conservation Camp Facility
Jamestown, Tuolumne County |
| <input type="checkbox"/> 3400 Headquarters
Sacramento, Sacramento County | |
| <input type="checkbox"/> 3404 Folsom State Prison
Represa, Sacramento County | |

YOUTH FACILITIES:

- | |
|---|
| <input type="checkbox"/> 3917 N.A. Chaderjian YCF
Stockton, San Joaquin County |
| <input type="checkbox"/> 3907 Northern California YCF
Stockton, San Joaquin County |
| <input type="checkbox"/> 3908 O.H. Close YCF
Stockton, San Joaquin County |
| <input type="checkbox"/> 0311 Pine Grove Youth
Pine Grove, Amador County |

7232 CENTRAL REGION – If this box is marked, no further selection is necessary.

ADULT FACILITIES:

- | | | |
|---|---|--|
| <input type="checkbox"/> 1015 Pleasant Valley State Prison
Coalinga, Fresno County | <input type="checkbox"/> 2003 Central California Women's Facility
Chowchilla, Madera County | <input type="checkbox"/> 4005 California Men's Colony
San Luis Obispo,
San Luis Obispo Co. |
| <input type="checkbox"/> 1503 California Correctional Institution
Tehachapi, Kern County | <input type="checkbox"/> 2004 Valley State Prison for Women
Chowchilla, Madera County | |
| <input type="checkbox"/> 1514 North Kern State Prison
Delano, Kern County | <input type="checkbox"/> 2701 Correctional Training Facility
Soledad, Monterey County | |
| <input type="checkbox"/> 1522 Kern Valley State Prison
Delano, Kern County | <input type="checkbox"/> 2708 Salinas Valley State Prison
Soledad, Monterey County | |
| <input type="checkbox"/> 1513 Wasco State Prison
Reception Center, Wasco, Kern County | <input type="checkbox"/> 1608 California Substance Abuse Treatment
Facility,
Corcoran, Kings County | |
| <input type="checkbox"/> 1605 Avenal State Prison
Avenal, Kings County | <input type="checkbox"/> 1606 CSP, Corcoran
Corcoran, Kings County | |
| | <input type="checkbox"/> 1608 California Substance Abuse Treatment
Facility,
Corcoran, Kings County | |

7233 SOUTHERN REGION – If this box is marked, no further selection is necessary.

ADULT FACILITIES:

- | | |
|--|--|
| <input type="checkbox"/> 1307 Calipatria State Prison
Calipatria, Imperial County (North) | <input type="checkbox"/> 3313 Chuckawalla Valley State Prison
Blythe, Riverside County |
| <input type="checkbox"/> 1308 Centinela State Prison
Imperial, Imperial County (South) | <input type="checkbox"/> 3329 Ironwood State Prison
Blythe, Riverside County |
| <input type="checkbox"/> 1503 California Correctional Institution
Tehachapi, Kern County | <input type="checkbox"/> 3612 California Institution for Men
Chino, San Bernardino County |
| <input type="checkbox"/> 1995 CSP, Los Angeles
Lancaster, Los Angeles County | <input type="checkbox"/> 3613 California Institution for Women
Corona, San Bernardino County |
| <input type="checkbox"/> 3310 California Rehabilitation Center
Norco, Riverside County | <input type="checkbox"/> 3715 R. J. Donovan Correctional Facility
at Rock Mountain
San Diego, San Diego County |

YOUTH FACILITIES:

- | |
|---|
| <input type="checkbox"/> 1967 Southern Youth Correctional
Reception Center & Clinic
Norwalk, Los Angeles County |
| <input type="checkbox"/> 5610 Ventura YCF
Camarillo, Ventura County |

Please notify CPHCS promptly of any address changes or availability for employment at the following address: CPHCS, Human Resources, Selection Services Section, P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038.