

**LEGACY HEALTH SYSTEM**  
**Job Description**

**Job Code #: 5688**  
**FLSA: Nonexempt**  
**Union Code: N/A**

**TITLE:** Horticultural Therapist & Therapeutic Gardens Coordinator

**REPORTS TO:** Rehab Manager

**DEPARTMENT:** RIO

**DATE LAST REVIEWED:** 1/16

**JOB SUMMARY:** Provides a wide variety of horticultural therapy programs and therapeutic services for patients, visitors and employees in order that social, physical and cognitive functioning will be maximized and desirable quality of leisure time will be attained.

**QUALIFICATIONS:**

Education/Experience: Graduate of an accredited college with emphasis on courses in horticultural therapy, psychology, horticulture, health & human services, education and/or recreation therapy. Five years (10,000 hours) paid work in SNF, LTC, mental health, and rehabilitation HT clinical work experience required. Master's degree in health and human services field required.

Certification and Licensure: Registration as a Registered Horticultural Therapist (HTR) with the American Horticultural Therapy Association.

Special Skills & Abilities: Involves treatment of patients who may be physically disabled, mentally or emotionally disturbed. Demonstrates competency as appropriate to the ages of patients served, in the ability to obtain and interpret information in terms of the patients needs; a knowledge of growth and development; and an understanding of the range of treatment needed by these patients. Ability to program for patients, visitors and staff in pediatrics, adult and dementia services. Ability to collaborate and lead in a wide variety of hospital and community settings. Ability to maintain therapeutic gardens at industry standards for landscaping.

**CORE ACCOUNTABILITIES**

**1. TEAMWORK: Cooperation, adaptability, flexibility, communication, dependability, supports team goals.**

Works collaboratively with all departments.

Establishes and maintains open communication to enhance team effort.

Demonstrates flexibility in response to unexpected changes in work volume, emergencies, staffing and scheduling.

Fulfills work schedule and commitments.

Looks for opportunities to assist co-workers.

**2. RESPECT AND CARING: Compassion, customer relations, professional behavior, confidentiality, valuing diversity.**

Uses interpersonal skills which convey a positive and supportive attitude.

Uses discretion in discussions related to staffing or personal concerns.

Gives constructive feedback in a non-blaming, positive and confidential manner.

Makes continuous effort to identify opportunities to meet/exceed customer needs and expectations.

Demonstrates commitment to understanding and valuing individual differences and fosters an environment of acceptance, fairness and mutual respect.

**3. EFFECTIVE USE OF RESOURCES: Effective use of time, people, supplies, safe and attentive work practices.**

Works in a safe manner.

Maintains a safe and clean work environment.

Promotes cost effectiveness through the proper use and conservation of supplies and equipment.

Identifies cost saving measures.

Reports needed repairs or potential hazards to the appropriate department as soon as identified.

Reports all on-the-job injuries and seeks medical attention as appropriate.

**4. INITIATIVE: Self-motivation, takes on projects willingly, acts on opportunities to improve, contributes new ideas.**

Takes the initiative to identify and solve problems.

Supports improvement and innovation in the workplace.

Demonstrates awareness of and supports Legacy Health System departmental and operating unit goals through participation in continuous quality improvement and departmental activities.

Promotes professional development and contributes to the professional growth of others.

**GENERAL ACCOUNTABILITIES AND ESSENTIAL FUNCTIONS**

**1. Evaluation:**

- Evaluates assigned patients through interviews and collaboration with multi-disciplinary rehabilitation team in assessing, monitoring, documenting and evaluating needs and progress.
- Establishes horticultural therapy goals based on the evaluation.

**2. Treatment:**

- Create individualized treatment plan for each patient assigned, compatible with medical and psychosocial needs, interests and capabilities.
- Plan and implement small group and individual treatment activities

- Communicate scheduled treatments and activities to staff and patients verbally and through creative art to encourage participation.
- Assist patient to become independent in planning horticulture leisure activities, use of adaptive tools and strategies as needed and help patient plan long-term goals.
- Meet regularly with staff for clinical care conference as needed.

### **3. Program:**

- Establish and maintain communications with other hospital departments.
- Develop relationships with community agencies groups, professional affiliations, etc., as is appropriate.
- Review department performance, effect changes as needed to improve services provided and assure compliance with regulatory requirements.
- Report to manager regarding department activities, needs and problems.
- Attend meetings as required and participate on committees as directed.
- Consult with medical, nursing and administrative staff.
- Manage case load and therapist hours to suit needs of patient institution.
- Assist in the care and maintenance of department equipment and supplies.
- Develop and maintain, with the department manager, quality assurance reports and evaluate all treatment and reporting methods of the department.
- Develop and recommend department operating budget and ensure that department operates within allocated funds.
- Consult with administration concerning capital expenditures.
- Other duties as assigned.

**4. Continuing Education:** Enhances professional growth and development through participation in educational programs, current literature, workshops, inservice meetings, etc.

**5. Documentation:** Maintains required records, reports, progress notes, department files.

**6. Staff recruitment:** Assists with the recruitment, training, functional supervision and evaluation of student interns, aides, volunteers and new staff.

**The above accountabilities represent work performed by this position and is not all-inclusive. The omission of a specific accountability will not preclude it from the position if the work is similar, related, or a logical extension of the position.**

## **Therapeutic Gardens Coordinator**

1. Meets above requirements.
2. Registered at HTR or HTM level with two years acute care experience.
3. Leads clinical design teams in therapeutic garden design, implementation & evaluation.
4. Supervises Therapeutic Gardens and Treatment Areas Indoors & Outdoors to maintain program standards in therapeutic applications, safety and independent use by patients, visitors, staff and community members.
5. Works with various departments to implement therapeutic garden development and maintain gardens;
  - Facilities; Contractual Landscaping Services, and other contractual services
  - Foundations at various sites; fund development activities
  - Marketing Staff; TV, radio, press, etc. interviews and news releases
  - Community Relations; tours of therapeutic gardens and program explanations and demonstrations as requested by community groups, organizations, etc. Prepare informational material about gardens and programs
  - AV Staff; when requests are made by other departments and when materials are needed by HT program
  - Other community organizations as needed; Portland Parks & Recreation, Portland Art Museum, Portland Garden Club, Portland Community Gardens, etc.
6. Supervises Horticultural Therapy Gardener staff at all sites; HT assistant; Horticultural therapy volunteers at all sites; Horticultural therapist. Trains staff at various sites in HT strategies, interventions, adaptations and content so staff may integrate indoor and outdoor HT settings into daily milieu for clients. Recruits, trains, supervises and evaluates horticultural therapy volunteers at all sites.
7. Annual budget: Maintains budget records and accounting. Organizes and supervises fundraisers. Communicates with local and national vendors for fundraising both in kind and cash; Grant writing. Meets with private and public donors to explain program needs.
8. Public Relations: Speaks at community events as requested; Alzheimer's, gerontology, gardening, pediatric, rehabilitation, mental health, horticulture, support groups, professional groups, etc. events as requested. Participates on community projects; i.e., McDonald Center Garden, Portland Memory Garden, etc. as requested and work schedule permitting. Answer requests for information about HT programs.

**PHYSICAL FUNCTIONS OF JOB**

**JOB TITLE: Horticultural Therapist    DEPT: RIO    JOB CODE#: 5688**

Indicate which of the following physical functions are required to perform the essential functions of the job. Answer any additional questions, fill in appropriate blanks and add additional comments as needed to help understand the physical requirements.

Check if essential function	ACTIVITY	FREQUENCY				Comments		
		Continually (67-100%)	Frequently (34-66%)	Occasional (6-33%)	Rarely (0-5%)			
<b>POSITION - MOVEMENT</b>								
x	Standing		x					
x	Sitting-up to ½ hour		x					
x	Moving about work area	x						
x	Bending Forward		x					
x	Stoop Position - 1 min.		x					
x	Climbing stairs - 1 Floor		x					
x	Crawling-hands & knees		x					
x	Reaching overhead		x					
<b>LIFTING STRENGTHS</b>						<b>Indicate number of lbs.</b>		
x	Lifting		x			Lbs.: 50		
x	Patient Transfers/Lifting		x			Lbs.:200		
	Pushing/Pulling			x		Lbs. of force:		
	Moving carts, etc.		x			Lbs. of force:20		
x	Carrying Items		x			Wt: 10 lbs Size: varies Distance: 20 ft		
<b>DEXTERITY-COORDINATION</b>						<b>Comments</b>		
	Keyboard Operation			x				
	Rapid-mental/hand/eye cord			x				
	Operation of motor vehicle				x			
<b>SPEECH &amp; HEARING</b>		<b>Activity Required</b>						
x	Clear & audible speaking voice	Yes: x    No:						
x	Correctable vision	To read print size: 12pt    Other:						
	Distinguish colors	Yes:    No: x						
	Distinguish shades							
	Depth perception	Describe:						
x	Ability to hear	Normal speech level: x    Whispered level:						
	Other specific hearing req.	Describe:						
<b>ENVIRONMENTAL FACTORS (EXPOSURE TO)</b>								
<b>Exposure</b>	<b>Item</b>	<b>Frequency</b>	<b>Exposure</b>	<b>Item</b>	<b>Frequency</b>	<b>Exposure</b>	<b>Item</b>	<b>Frequency</b>
x	Heat	occasionally		Dust		x	Uneven area	occasionally
x	Cold	occasionally		Smoke			Ladder/Scaf.	
x	Humidity	occasionally		Vibration			Radiation	
x	Wet area	occasionally	x	Chemical sol.	daily			
	Noise		x	Slippery area	occasionally			
OSHA Blood/Body fluid (BBF) exposure category: <input type="checkbox"/> 1 = High risk probability of exposure BBF (Indicate appropriate level) <input checked="" type="checkbox"/> 2 = Possible risk of exposure BBF <input type="checkbox"/> 3 = No risk of exposure BBF								
Other Comments:WORKS IN A VARIETY OF INDOOR AND OUTDOOR SITUATIONS; EXPOSURE TO A VARIETY OF WEATHER CONDITIONS; MAY INCLUDE TRIPS, SPECIAL EVENTS, AND ENTERTAINMENT. INVOLVES EVENING AND WEEKEND WORK.								

**LEGACY HEALTH SYSTEM  
 COMPETENCY ASSESSMENT REVIEW  
 HORTICULTURAL THERAPIST &  
 HT PROGRAM COORDINATOR – 5688**

Date of period covered: \_\_\_\_\_

- Introductory Review  
 Annual Review

Employee Name: \_\_\_\_\_  
 Department/Operating Unit: \_\_\_\_\_  
 Supervisor/Reviewer & Credentials: \_\_\_\_\_

**Specific Ages Served: (please circle) Neonate, Infant, Child, Adolescent, Adult, Geriatric**

*Please indicate level of competency and method of evaluation for each accountability listed below. This form is to be completed as part of initial orientation and submitted to HR at the end of the Introductory Period and Annually thereafter, as an attachment to the Annual Review Agenda.*

**Age Related Competencies**

Job Specific Accountability	Competency Level <i>designate level for each age group, as appropriate (C,R,N,N/A)</i>						Method of Evaluation  <i>circle method as appropriate</i>	Date of Evaluation/ Evaluator's Initials & Credentials
	Neonate	Infant	Child	Adolescent	Adult	Geriatric		
<b>COMMUNICATION</b> Demonstrates understanding of how own behavior affects others using effective communication skills to produce positive outcomes.							CE DO PO Test	
<b>ASSESSMENT AND CARE OF PATIENTS</b> Collaborates as appropriate with other team members in development of care plan. Initiates and modifies written treatment plan as appropriate to condition and age. Identifies and documents responses to interventions.							CE DO PO Test	

**SEND THE COMPLETED COMPETENCY ASSESSMENT TO HUMAN RESOURCES**

**LEGEND:**

Age Categories		Competency Levels		Evaluation Methods	
Neonate	Birth – 28 Days	C	Competent	CE	Certificate of Completion of Education
Infant	28 Days – 1 Year	R	Review/Assistance Needed (Document in Action Plan on Annual Review Agenda)	DO	Direct Observation
Child	1 - 12 Years	N	No Experience/re-evaluate	PO	Peer Observation
Adolescent	13 – 18 Years	N/A	Not Applicable	Test	Test
Adult	18 – 64 Years				
Geriatric	65+ Years				

Employee Name: \_\_\_\_\_

Department/Operating Unit: \_\_\_\_\_

Supervisor/Reviewer & Credentials: \_\_\_\_\_

**Non-Age Related Competencies**

<b>Job Specific Accountability</b>	<b>Competency Level</b> <i>designate level, as appropriate (C, R, N, N/A)</i>	<b>Method of Evaluation</b> <i>circle as appropriate</i>	<b>Date of Evaluation/ Eval. Initials</b>
<b>PATIENT RIGHTS:</b> Treats each person with consideration, dignity and respect at all times.		CE DO PO Test	
<b>CONFIDENTIALITY</b> Communicates and obtains information while respecting the rights of privacy and confidentiality of information.		CE DO PO Test	
<b>DOCUMENTATION</b> Effectively uses computerized tools and health information to communicate patient status, needs and outcomes in a timely, appropriate manner.		CE DO PO Test	
<b>COLLABORATION</b> Effectively collaborates as needed with LHS Departments: Facilities, CME, Staff Development, PR, Marketing, HR, Foundations, Community Relations, Volunteer Services, etc. to accomplish system goals.		CE DO PO Test	
<b>HORTICULTURAL SKILLS AND THERAPEUTIC GARDENS</b> Maintains therapeutic gardens at or above industry standard for landscape maintenance.		CE DO PO Test	
<b>ADMINISTRATION</b> Effectively maintains budget and accounting records. Develops annual budget for each site/program. Provides appropriate leadership in development of programs/therapeutic gardens. Conducts training sessions and conferences as needed to assist regional community in providing HT services and promoting LHS as a national leader. Effectively recruits, orients, train and evaluates volunteers.		CE DO PO Test	
<b>COMMUNITY RELATIONS</b> Initiates appropriate contacts with community groups, vendors and individuals to accomplish LHS and interagency programs and project goals. Conducts educational programs and tours to educate various community groups and visitors.		CE DO PO Test	
<b>COMPLIANCE</b> Complies with all laws and regulations and Legacy policies in performing job responsibilities.		CE DO PO Test	

**SEND THE COMPLETED COMPETENCY ASSESSMENT TO HUMAN RESOURCES**

**LEGEND:**

<b>Age Categories</b>		<b>Competency Levels</b>		<b>Evaluation Methods</b>	
<b>Neonate</b>	Birth – 28 Days	<b>C</b>	Competent	<b>CE</b>	Certificate of Completion of Education
<b>Infant</b>	28 Days – 1 Year	<b>R</b>	Review/Assistance Needed (Document in Action Plan on Annual Review Agenda)	<b>DO</b>	Direct Observation
<b>Child</b>	1 - 12 Years	<b>N</b>	No Experience/re-evaluate	<b>PO</b>	Peer Observation
<b>Adolescent</b>	13 – 18 Years	<b>N/A</b>	Not Applicable	<b>Test</b>	Test
<b>Adult</b>	18 – 64 Years				
<b>Geriatric</b>	65+ Years				