

**EMCMHC
Job Description**

CLASS TITLE: Behavioral Health Para Professional

FLSA: Non Exempt

DEPARTMENT: Case Management

ACCOUNTABLE TO: Case Manager and/or Therapist

PRIMARY OBJECTIVE OF POSITION: Under general direction, provides one-on-one and group services for emotionally disturbed clients, youth or adults, and chemically dependent clients identified by their respective therapists. Performs general secretarial duties within the Department assigned; Work varies little, requiring individual judgment within the specifically assigned Office protocol, and within EMCMHC policies and procedures. Work varies and may require working independently following a case management plan developed by the Treatment Team in response to the client's therapeutic needs.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements may require working under stress, walking, lifting up to 25 pounds up a flight of stairs (greater with assistance), bending, stooping, prolonged sitting, and the ability to get in and out of a vehicle without assistance;
- Must have ability to communicate orally and in writing;
- Must possess people skills and the ability to work with other Agencies;
- Work may be performed in an office, in a client's home, assisting in shopping, and transportation of clients to appointments;
- Some traveling required where exposure to inclement weather of heat, cold, rain, and snow may occur; exposure to household chemicals may occur;
- Must possess a valid Montana Operator's License with insurance that will cover passengers.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Review the clients file and familiarize yourself with the client's diagnosis, family dynamics and therapeutic goals and discuss with the Case Manager/Therapist/Licensed Addiction Counselor those issues requiring attention;
- Make arrangements to meet with the client, and family if applicable, with the Case Manager/Therapist/Licensed Addiction Counselor. At this first meeting, secure a release of confidential information to allow your participation in team meetings, etc.;
- Set up a mutually convenient schedule, which may be temporarily changed according to immediate needs and/or revised as goals are added or deleted;

CLASS TITLE: Behavioral Health Para Professional (continued)

- With youth, discuss your contacts with the parents, day care provider, teacher, etc. upon returning client following your sessions, so as to keep everyone up-to-date on issues and progress;
- Discuss any concerns immediately with the Case Manager/Therapist/Licensed Addiction Counselor;
- The forum you work with a child will be largely your decision and that of the client with guidance from the parents and common sense;
- The basic objectives are to assist the youth client in achieving his/her service/treatment plan goals, ie, acquiring appropriate social skills in public, helping build self-esteem, etc. With the youth you are the role model, providing support to the youth and empowering the client to make appropriate choices without creating dependency;
- Work time should be completed and submitted daily and recorded into the Credible Electronic Records. Your time should be accounted for in minimum increments of one-quarter hour (.25). Travel time (when client is not present) and paperwork time will be logged as program maintenance/record keeping;

SUPERVISION – RESPONSIBLE FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from High School or its equivalent; additional schooling desirable;
- Some demonstrated work experience, including people skills and ability to work with others; mental health or chemical dependency experience a plus;
- Must possess a valid Montana Operator's License, with insurance that will cover passengers, and maintain insurability.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- A short progress note, entered into the Credible Electronic Records, should be submitted for each contact made, highlighting the notable events of the contact, the client's demeanor, level of cooperation, and degree of accomplishment. If issues arise that you feel should be brought to the Case Manager/Therapist/Licensed Addiction Counselor immediate attention, note them briefly in the progress note and arrange to speak to the Case Manager/Therapist/Licensed Addiction Counselor directly. Concentrate on the client's feelings and attitude in your notes, do not just list what activity you did.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.