

EMCMHC

Job Description

CLASS TITLE: Paraprofessional **FLSA:** Non-Exempt
DEPARTMENT: MACT Team **Salary Range:** \$13-\$16/hr
ACCOUNTABLE TO: MACT Team Lead

PRIMARY OBJECTIVE OF POSITION: Assist a multi-disciplinary MACT team to serve clients who have a diagnosed SDMI.

ESSENTIAL JOB FUNCTIONS:

- Help clients develop a personal treatment plan
- Identify opportunities to provide support as clients work to achieve their recovery goals
- Assist clients with daily living functions in their home and in the community
- Meet with treatment team to develop effective support system, outreach and follow-up, and medication delivery
- Assist clients in menu planning, grocery shopping, socialization skills, personal hygiene skills, and housekeeping skills including doing laundry (client's responsibility with verbal assistance from the paraprofessional)
- Maintains required paperwork for assigned clients in accordance with EMCMHC policies and best practices
- Must be willing to work rotating weekdays and weekends
- Additional duties as assigned

SUPERVISION – RESPONSIBLE FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- High school graduation or equivalent
- Two years' experience preferred
- Completion of CPI (Crisis Prevention Intervention), CPR, and First Aid training provided.
- Ability to pass background check and driver's license check upon offer of employment.
- Provide proof of auto liability insurance coverage per EMCMHC's policies.
- Montana Driver's License with good driving record - required to transport clients while on work duty
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Is required to handle confidential information, must be trustworthy, and responsible for keeping confidential information safe; and
- Performs all other duties as assigned by the MACT Team Lead.

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

12-2020