

EMCMHC

Job Description

CLASS TITLE: Paraprofessional

FLSA: Non-Exempt

DEPARTMENT: Clinical Services

Salary Range: \$17.50 - \$19.50/hr

ACCOUNTABLE TO: Office Manager

PRIMARY OBJECTIVE OF POSITION: This position will work directly with clients in EMCMHC's day treatment setting, assist with client medical appointments and serve as a back-up customer service representative when needed. It is anticipated that 80% of this position's time will be dedicated to direct client care.

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
- Serve as back-up to customer service representative
- Work directly with clients in EMCMHC's day treatment setting

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

PLEASE COMPLETE AN ONLINE APPLICATION BY CLICKING ON THE LINK BELOW

<https://www.emcmhc.com/employment-opportunities/>

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

Eastern Montana Community Mental Health Center is an Equal Opportunity Employer. We do not discriminate based on race, religion color, sex, age, national origin, marital status, military status, or disability.