

## **EMCMHC**

### **Job Description**

**CLASS TITLE: Paraprofessional**

**FLSA: Non-Exempt**

**DEPARTMENT: Clinical Services**

**Salary Range: \$16.50 - \$19.50/hr**

**ACCOUNTABLE TO: Office Manager**

**PRIMARY OBJECTIVE OF POSITION:** Assist a multi-disciplinary 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 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
- 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 Office Manager.
- Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.