

## **PARAPROFESSIONAL (*NONEXEMPT*)**

**\$10 to \$12 per hour based on qualifications**

**Part- time – No benefits**

### **DESCRIPTION OF WORK**

The paraprofessional is responsible for the direct care of a single and/or group of clients within the facility and/or community. Duties include areas of care outlined on client's Plan of Services and must be performed according to policies and standards dictated by CAP MR/DD, Medicaid, Mental Health, etc. The individual is required to meet CAP MR/DD credentialing qualifications, training, service provision, documentation and professional expectations. Work hours vary according to the needs of client(s) and may consist of 10 – 30 hours per week. Persons in this position are supervised by a Qualified Professional (QP).

### **DUTIES AND RESPONSIBILITIES**

- Reviews information and Plan of Service to understand needs limitations, strengths and goals for MR/DD and Mentally Ill individuals.
- Provides direct supervision of client(s) in rehabilitation services based on the individual(s) Plan of Care.
- Completes documentation as outlined by funding and JCI guidelines.
- Implements behavior management as related to the Plan of Care.
- Works with immediate supervisor and JCI staff to provide services to client(s).
- Integrates individual client needs with the needs of other clients and the environment (i.e. JCI, job, community employment settings, etc.)
- Provides client transportation as required.
- Assists with coordination of services with other professionals, guardians, family members, etc. as allowed by confidentiality guidelines.
- Completes in-service and external training as required by JCI, CAP MR/DD, Medicaid, funding agencies, etc.
- Performs other work related duties as required.

### **RECRUITMENT STANDARDS**

#### ***Skills Abilities and General Knowledge***

- Complete required training and execute methods of intervention.
- Maintains credentialing documentation as required.
- Ability to communicate in oral and written form.
- Ability to assist client(s) in achieving and maintaining rehabilitative and recovery goals to successfully address educational and vocational goals.
- Ability to be perceptive of client(s) needs and to suggest methods to meet those needs.
- Implements and completes duties as required by the individual Plan of Care.
- Ability to maintain effective working relationships with other facility staff, agencies and business representatives.

## **REQUIRED CREDENTIALS**

### ***Training: Provided by JCI***

Persons in this position will complete competency training provided through videos, training materials, and internal/external trainers.

### ***Required Documentation:***

Driving Report, Vehicle Registration Card, Drivers License, Vehicle Inspection, Vehicle Insurance, TB Screening, Emergency Contact Form, Medical Statement Form, Policies and Procedures Competencies, Supervisory Plan, CPR/First Aid, NCI.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

Persons in this position must be able to perform in the medium category requiring lifting up to 50 pounds and the ability to bend stoop and push/pull. Person is required to spend 50 percent of time walking and 50 percent of time in a sedentary position. Assignments may require physical needs beyond those listed above due to the individuality of client(s) served. Specific physical demands will be reviewed with each applicant and accommodations provided that do not pose a threat to the health or safety of client/staff.

## **EDUCATION AND EXPERIENCE**

***Minimum:*** High School Diploma or equivalent.

***Preferred:*** One-year experience working with persons with disabilities preferred.