



**I. Specific Job Title:** Paraprofessional

**II. Division/Department:** Mental Health Services

**III. Reports to:** Mental Health Director/Coordinator

**IV. FLSA Classification:** Non-Exempt

**V. General Summary:**

The Paraprofessional may work under the supervision of a Licensed Clinician. Community Support Individual consists of rehabilitative, environmental support and resources coordination considered essential to assist a child and family in gaining access to necessary services and in creating an environment that promotes resiliency and supports the emotional and functional growth and development of the child.

**VI. Qualifications:**

**A. Professional**

1. Individual must have a minimum of a high school diploma or high school equivalent and
2. Completion of fifteen quarter hours (ten semester hours) of college course-work in social work, psychology or a closely related field; or
3. One year experience in the provision of psychological, social or counseling services in a human service delivery setting which includes interviewing consumers and/or observing and recording behavior for use in the development and implementation of treatment, rehabilitation or service plans.

**B. Personal**

1. Good verbal and written communication skills; and
2. Good interpersonal skills; and
3. Good problem-solving skills; and
4. Basic knowledge of local area, or area community services available to the general public.

**VII. Essential Functions:**

- A. Assistance to the child/youth and family/responsible caregivers in the development and coordination of the Individual Resiliency Plan (IRP).
- B. Planning in a proactive manner to assist the child/youth and family in managing or preventing in crisis situations.
- C. Individualized interventions, which shall have as objectives:
  1. Identification with the child/youth, of strengths which may aid him or her in achieving resilience, as well as barriers that impede the development of skills necessary for age-appropriate functioning in school, with peers, and with family;
  2. Support to facilitate enhanced natural and age-appropriate support (including support/assistance with defining what wellness means to the child in order to assist that child/youth with recovery-based goal setting and attainment);
  3. Assistance in the development of interpersonal, community coping and functional skills (including adaptation to home, school and health social environments);
  4. Encouraging the development and eventual succession of natural supports in school and other social environment;
  5. Assistance with personal development and school performance;



6. Assistance in enhancing social and coping skills that ameliorates life stresses resulting from the child's emotional disturbance;
7. Service and resource coordination to assist child/youth and family in gaining access to necessary rehabilitative, medical, social and other services and support;
8. Assisting children/youth and other supporting natural resources with illness understanding and self-management;
9. Any necessary monitoring and follow-up to determine if the services accessed have adequately met the individual's needs, and
10. Identification with the child/youth/family, of risk indicators related to substance related disorder relapse, and strategies to prevent relapse.

**VIII. Other Functions:**

- A. Acts as a positive role model for clients and staff.
  - ▶ Demonstrates with behavior that is appropriate.
  - ▶ Speaks positively regarding co-workers, clients and programmatic areas.
- B. Displays enthusiasm.
  - ▶ Willingly and cooperatively performs all duties requested.
- C. Completes training requirements for this position.
  - ▶ Participates in classes/workshops.
  - ▶ Completes required documentation.
  - ▶ Uses time management to insure completion of required hours.
- D. Is a contributing team player.
  - ▶ Participates in making decisions by open consensus.
  - ▶ Supports teammates' efforts to perform.
  - ▶ Is accountable for what was agreed upon.

**IX. PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Physical demand and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job. Walking, talking hearing using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Ability to push, pull, lift, and/or carry up to 50 pounds and be able to perform Mindset restraints. This position requires moderate to intense visual concentration, reading, using a computer and reviewing patient charts. This position may have contact with MCFS staff, residents, families, and vendors/suppliers requiring excellent communication and problem-solving skills and professional demeanor.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor's Signature

\_\_\_\_\_  
Date