



JOB DESCRIPTION

Position Title: Paraprofessional (Parent Aid/ Home-Maker)

Classification: Non-Exempt, Hourly, and Part-Time (not to exceed 31.75 hours)

Reports To: Regional Coordinator

General Statement of Responsibility:

Assess clients assigned for services to determine appropriate treatment plan; teach and assist client in applying effective life skills; document all contacts with clients and produce all required reports in a timely fashion.

Responsibilities

- Fulfill the responsibilities of the paraprofessional supervised visits
- Assist parents in basic parenting and home-making skills
- Meet with clients on a regular, consistent basis, not less than one time monthly. The frequency of visits is determined by level of care needed on a case by case basis and/or by the referral source.
- Provide ongoing support for clients, including emergency and crisis consultation on a 24-hour basis.
- Completion of clear, accurate documentation of 1) all contacts with clients, 2) monthly reports, 3) court reports, and 4) treatment plans.
- Demonstrate respect and cultural sensitivity to all clients and to all referral sources.
- Maintain strict confidentiality at all times to protect clients' privacy.
- Attain / maintain CPR and First Aid certifications.
- Services will be provided effectively, efficiently, and with evidence provided for each case. (see "Performance Benchmarks" attached.)

Examples of Tasks

- Making sure visit with parents is appropriate and the child is protected
- Assist in cleanliness and appropriate infant care
- Accompany and support clients for court appearances.
- Provide transportation for clients, as needed or necessary to meet treatment goals.
- Report all work time on Activity Log.
- Report to referral source / supervisor significant information regarding any unusual incidents occurring within area of responsibility.
- Document all client visit information on Weekly Contact Note and Supervised Visitation Report during face-to-face meetings with clients.
- Coordinate services for clients and link them to appropriate community resources.
- Assist clients in building skills such as parenting techniques, appropriate discipline, communication, problem-solving, conflict resolution, self-sufficiency, personal responsibility, and responsible thinking.

Qualifications

- High School Diploma

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

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Effective Date: August 19, 2008
Revision Dates: 7/8/2010, 6/1/2011