



Job Title: Paraprofessional - PACT
Location:
Department: 815
Reports to: Team Lead – PACT, Service Line Director
FLSA Status: Non-Exempt, Full Time
Schedule: Monday – Friday, rotating weekends – schedule may vary

POSITION SUMMARY

Assist a multi-disciplinary PACT team to serve clients who have a diagnosed SDMI.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Help clients develop a personal recovery 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 WMMHC policies and best practices
- Must be willing to work rotating weekdays and weekends

EDUCATION AND EXPERIENCE

- ❖ High school graduation or equivalent
- ❖ Two years' experience preferred

CERTIFICATES, LICENSES, REGISTRATIONS

- Completion of CPI (Crisis Prevention Intervention) training required
- Ability to pass background check and driver's license check upon offer of employment.

- Provide proof of auto liability insurance coverage per Western's policies.
- Montana Driver's License with good driving record - required to transport clients while on work duty

MINIMUM QUALIFICATIONS

- High school graduate or equivalent
- Must pass medication test
- Written skills, computer skills, and customer service skills
- Driver's license, personal transportation, and valid insurance

PHYSICAL DEMANDS

PHYSICAL DEMAND	DESCRIPTION OF PHYSICAL DEMAND	JOB DESCRIPTION EXAMPLE
Stand or Sit	Stationary position or standing position	Must be able to sit at desk frequently or stand frequently
Walk	Move, traverse	This position requires movement in an office setting, building, or residential care facility as necessary to perform job duties
Use hands/fingers	Operate, activate, use, prepare, inspect, place, detect, position	Operates office equipment such as copy machine, computer, and printer, etc. as necessary to perform job duties
Climb stairs or balance	Ascend/descend as necessary	Will occasionally ascend/descend stairs as necessary to perform job duties and/or access non-ADA compliant client homes as necessary to perform duties specific to certain positions
Stoop, kneel, crouch, or crawl	Position self to move	Will position self to move about office setting, building, or residential care facility as necessary to perform job duties
Talk/hear	Communicate, detect, converse with, discern, convey, express oneself, exchange information	The person in this position will constantly communicate with consumers, peers, etc. and must be able to exchange information as necessary to perform job duties
See	Detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess	Must be able to discern and convey information, identify and review records, files, forms, and electronic and hard-copy data as necessary to perform job duties
Taste/smell	N/A	As necessary to perform job duties
Carry weight, lift	Move, transport, position, put, install, remove	Be able to move laptop, files, papers, or possibly groceries up to

		25 pounds as necessary to perform job duties
Exposure to work	Indoor/outdoor	Works mostly indoors with some outdoor exposure

EMPLOYEE SIGNATURE

By signing below, I attest that I have read the position description and understand the responsibilities and duties expected to be completed and adhered to in this position. A copy of the signed job description will be placed in my personnel file.

X

Signature of the Employee

X

Direct Supervisor