

PCA JOB DESCRIPTION

JOB TITLE: PROMOTE Intervention Specialist

JOB ACCOUNTABILITY & OBJECTIVES:

This non-exempt position works under the supervision of the PROMOTE Program Coordinator and the Clinical Director. This position assesses strengths and needs of clients and their families; plan, provide access, and coordinate holistic continuing care and services for children and adolescents. Mental Health Paraprofessionals must maintain positive provider relations with community organizations, such as schools and local businesses, and provide internal and external customer service consistent with PCA's goal of excellence and professionalism.

RESPONSIBILITIES:

ESSENTIAL FUNCTIONS:

- Provides therapeutic interventions as a qualified Mental Health Professional, in accordance with each client's master treatment plan.
- Provides on-site and off-site interventions.
- Aids clients and families in their ability to access community resources, in person and by telephone.
- Provides for personal safety and that of clients.
- Works irregular and/or extended hours as indicated by client needs.
- Maintains voice accessibility to clients, team members, and/or other treatment providers.
- Maintains appropriate documentation of interventions and services provided to clients.
- Maintains confidentiality, as outlined by policy and law.
- Completes successfully the training required to achieve certification as a Mental Health Paraprofessional, within time frame set at hire.
- Completes and documents annual Continuing Education credits sufficient to continuously maintain certification.
- Acknowledges in writing (by signing this job description) that all mental health paraprofessional services are controlled by client care plans and provided under the direct supervision of a mental health professional.

NON-ESSENTIAL FUNCTIONS:

- Provide consultation, education and public relations services.
- File paperwork in client charts.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to prioritize multiple demands and respond to urgent needs while moving forward on long term goals.
- Ability to work as a member of a team.

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- Ability to delegate responsibility through appropriate and effective referrals.
- Ability to respond calmly and effectively in a crisis.
- Ability to establish and maintain effective communication and working relationships with clients, families, law enforcement, court officials, staff and other professionals and providers, and the community in general.
- Ability to reinforce clients' right to self-determination while differentiating between dependence-producing and empowering and enabling services.
- Knowledge of community agencies and resources including medical, dental, housing, education, and mental health.
- Knowledge of psychological theories and principles of human behavior and mental illness
- Knowledge of the relationship and interactions of mental and physical illness and/or substance abuse.

EDUCATION/EXPERIENCE/REQUIREMENTS:

- Must have or achieve Certification as Mental Health Paraprofessional, as defined by RSPMI Manuals.
- Past experience in mental health and utilization of community resources is preferred.
- **Must have one of the following credentials:**
 - Bachelor's Degree in Psychology, Social Work or other related field.
 - OR Licensed nurse who does meet the criteria of Mental Health Paraprofessional under the state standards.
 - OR Certified Paraprofessional with a least 2 years' experience in a Mental Health setting.

SPECIAL CONDITIONS:

- Criminal background check required every five years
- Safe driving record, drug screening and TB test are required.
- Registry checks for adult maltreatment and child maltreatment required every two years.
- CPR and First Aid Training, at hire or within agreed-upon time frame after hire.

DIRECT SERVICE HOURS GOAL:

- Must achieve at least 25 service hours per week for a minimum of 50 weeks for a total of 1200 hours.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

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The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 10 pounds and occasionally lift and move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employee Signature Date

Supervisor Signature Date

Employee Signature Date

Supervisor Signature Date