



Job Description

JOB TITLE: Paraprofessional Support Worker (PSW)

PROGRAMS: Home Based Tx Services (IILS & IIH)

REPORTS TO: Therapist

TYPE OF POSITION: Hourly

APPROVED BY:  **DATE** 2/26/18
Executive Director

SUPERCEDES JOB DESCRIPTION DATED: 7/12

I. JOB SUMMARY: Under the general supervision of the Treatment Programs Director, and in keeping with the mission and goals of the agency, works with the Home Based therapist to provide supported practice with targeted youth in skills they require to achieve their treatment plan goals.

II. QUALIFICATIONS/REQUIREMENTS:

Skills/Knowledge: Knowledge of dynamics and needs of transition-aged youth, knowledge of community resources including education, housing, and vocational opportunities for youth ages 16 – 22. Ability to engage and motivate youth (ages 3 to 20) utilizing a youth development approach and motivational interviewing skills.

Education/Training: Bachelor's Degree in human services or related field preferred; Certified in CPR and First Aid.

Experience: Three years experience working with high risk youth. Experience organizing community activities that teach skills and engage youth in futures-thinking and planning. Experience with the Ansell Casey array of assessments and plans preferred.

III. ESSENTIAL JOB FUNCTIONS:

- Coordinate with therapist to develop a hierarchical plan of activities that culminate in youth's acquiring and regularly using independent living skills.
- Engage youth and, when relevant the family, in service planning.
- Provide for all services and activities endorsed by each youth's individual assessment and plan in cooperation with the therapist.
- Provide encouragement and supportive counsel, modeling skills to achieve treatment plan goals.
- Provide information and training to families to facilitate youth's benefit from IILS or IIH services.
- Provide regular updates to the therapist and all reports and documentation as required.

- Increase youth development options for youth in collaboration with other programs and services.
- Ensure outcomes of all participants in cooperation with therapist.
- Attend training and meetings as required.
- Maintain consumer confidentiality at all levels.
- Demonstrate acceptance and implementation of the organization's philosophy of youth-driven, strengths-based, collaborative services.

IV. OTHER JOB FUNCTIONS:

- Other duties as deemed necessary. May provide for ancillary services.

V. WORKING CONDITIONS:

Environment: Agency office, community, businesses, homes, and school settings; one-on-one youth sessions.

Equipment Use: Computer, telephone and all other standard office equipment; operates agency van.

Work Hours: Hourly position that maintains an individual session calendar. Flexibility required.

VI. PHYSICAL DEMANDS: Frequent sitting, frequent talking, frequent walking, occasional working at a computer; occasional carrying of 30 pounds. Frequent driving or taking the bus.

VII. MENTAL DEMANDS: Frequent work under pressure, or deadlines, frequent decision-making, use of creativity, judgment and discretion.

VIII. COMMUNICATIONS DEMANDS: Frequent reading and writing required; requires ability to interpret written and oral needs/requests of others; moderate, effective oral (in person and telephonically) communication required; must work collaboratively as a member of a team; must relate well with and work cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial, age, and educational diversity of colleagues and consumers.

IX. OTHER: Must have access to a vehicle, and must have a valid driver's license, a safe and responsible driving record, plus current no-fault auto insurance, with \$100,000 bodily injury liability coverage on personal auto(s).

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title **Paraprofessional Support Worker** and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Employee's Acknowledgement _____ Date _____