

# Job Description – Paraprofessional

## Community Support (Adult and Child)

### **Requirements:**

Persons who meet the requirements for Paraprofessional status according to 10A NCAC 27G.0104 and who have the knowledge, skills and abilities required by the population and age to be served, may deliver community support. All Paraprofessionals will be supervised by a Qualified Professional according to the supervision requirements specified in 10 NCAC 27G.0204 and, according to licensure or certification requirements of the appropriate discipline.

### **Duties:**

1. Identification and intervention to address barriers that impede the development of skills necessary for independent functioning in a community.
2. Family psychoeducational development in accordance with the Person Centered Plan
3. One-on-one intervention with the consumer to develop interpersonal and coping skills including adaptation to home, school and work environments.
4. Assist client with development of skills for self-management and monitoring of symptoms.

Community support staff also inform the client about benefits; community resources and services, assist the client in accessing benefits and services; arrange for the client to receive benefits and services.

*Paraprofessionals will deliver community support services, which may include:*

1. Activities within the established person centered plan.
2. Skill building.
3. Input into the person centered plan modifications.
4. Daily and community living skills.
5. Socialization skills.
6. Adaptation skills.
7. Development of leisure time interests and activities.
8. Symptom management skills.
9. Wellness education.

**Training requirements:**

Staff **must** complete a minimum of 20 hours of training specific to the required components of the community support definition including crisis response within the first 90 days of employment. Some training must be completed before interacting with clients. Staff will need to be available for on-going training throughout employment with BEARS, Inc.

\_\_\_\_\_ Employee's initials

**Location of work:**

Community support services are provided in a range of community settings such as the client's home, school, homeless shelter, etc. Community support activities include person centered planning meetings and meetings for person centered planning development.

**Billing and Note Requirements:**

Units are billed in 15 minute increments with a maximum 32 units (8 hours) of community support services provided in a 24 hour period. No more than 112 units (28 hours) per week can be provided to a client unless additional units have been authorized based on medical necessity. ***Paraprofessionals should not expect to work more than 30 hours per week, regardless of how many clients they work with.***

Progress notes include a daily full service note that includes the client's name, medical record number, medicaid ID number, date of service, purpose of contact, describes the provider's interventions which include the time spent performing the intervention, effectiveness of the intervention, the signature and credentials of the staff providing the service. Progress notes will be written **within 24 hours** and submitted to the Qualified Mental Health Professional for review as directed. Any corrections will be made within 48 hours.

\_\_\_\_\_ Employee's initials

Program services are primarily delivered face-to-face with the client and in locations outside of the B.E.A.R.S., Inc. facility.

I have been given the opportunity to discuss this job description with my supervisor and ask questions.

\_\_\_\_\_  
Signature, Paraprofessional

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature, Supervisor

\_\_\_\_\_  
Date Signed