**Job Description & Responsibilities: Para-Professional {**PP**}**

**Responsibilities/ Essential Job Functions:**

**Interact With Clients:**

Assist/monitor/teach individuals with preparation of daytime activities; encourage good personal hygiene, and appropriate behavior in the home.

Assist Director in the assessment of each individual(s) abilities, interests and need areas toward independent living. Assist Director in the development of each PCP. Staff behavior and interaction with individuals shall be directed towards the attainment of goals set forth within each PCP.

Assist/monitor/teach individuals(s) in budgeting skills.

Work with individuals or small groups of individuals to reinforce new skills initially introduced by the PCP.

**Assist/monitor/teach individuals engaging in daily chores.**

Assist/monitor/teach individuals as needed in menu planning, meal preparation and clean up.

Assist with critical daily activities such as daily living, transition times, mealtimes and toileting.

Handle emergency situations appropriately, (according to agency and DHSR policies). Utilize crisis interventions when necessary.

Teach and be supportive of basic nutrition.

Encourage relationship building skills, community integration; assist individuals in joining community organizations of their choice.

Teach problem solving skills/resolving conflicts.

Monitor individuals self-management skills (in health and behavior management).

Teach/monitor individuals basic first aid, fire safety, emergency skills and sex education, and/or assist individual in locating a class (community resource) in the above stated items.

Provide opportunities for individuals to make choices, make decisions in daily living and their future goals (i.e. assist individual in day-to-day decisions).

Implement OSHA regulations.

Assist in creating natural supports for individuals.

Assist individuals in building self-esteem and Encourage empowerment.

Follow individual treatment plans consistently.

Report any consumer (individual) abuse (physical, emotional, sexual) or act of omission to the NC Governor Advocacy for Persons with Disabilities.

Be available to meet with repair person(s) and inspectors.