

Inman Home Health
3724 Sycamore Dairy Road, Suite 116
Fayetteville, NC 28303

Paraprofessional Caregiver

EMAIL RESUMES TO: AUDREYINMANOFFICE@GMAIL.COM
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- Nights and weekends

Job Description

Purpose:

The Paraprofessional/Caregiver provides direct care services to one or more persons receiving services from Inman Home Health

Duties:

- Assist persons served by teaching skills as outlined in their PCP and service definition under which they are providing services to promote a higher level of independence, including but not limited to the following: social skills, personal hygiene, budgeting, anger management,. Meal preparation, grocery shopping, maintaining their living arrangement, job searches, interviewing, self- advocacy, and symptom management
- Support the person served in understanding and exercising their right
- Provide support services in a manner that is safe, therapeutic, and free from abuse, neglect, and exploitation
- Support the persons served by maintaining the best possible health by following the PCP including but are not limited to the following: nutrition plans, health care plans, exercise regimes
- Assist the persons served in accessing community resources including but not limited to the following: accessing civic organizations and benefits
- Support the person served in establishing and maintaining relationships that are important to him/her
- As requested, attend health-related appointments with the persons served and promote self-advocacy and if necessary communicate effectively on his/her behalf
- Ensure that all information resulting from health- related appointments is documented and communicated to the QP or Associate QP
- Attend and participate in treatment team meetings, audits, and committees as requested

Documentation:

Service Notes:

- Complete all service documentation including but, not limited to the following: service notes, incident reports, etc. on the appropriate form and in a thorough and timely manner, as required by State, Federal and IHH rules, statutes, policies and procedures, and IHH service operations manuals.
- Submit service notes to the QP or Associate QP on each Monday by 9 am as well as on the 1st and 16th of every month

Time Sheets:

- Accurately complete time sheets, reflecting the amount of time spent in service provision
- Submit time sheets to the QP or Associate QP each Monday by 9am as well as the 1st and 16th of every month

Quality Assurance and Improvement:

- Assure that service documentation is clearly written, reflects the specific goals and symptoms to be addressed, pursuant to the PCP and are signed and dated
- Assure that time sheets and mileage reimbursement forms are accurate, clearly written, and turned in at designated times
- Assure that staff vehicle is safe and in good working order, as applicable
- Provide direct supervisor and support team with ideas/suggestions of how service provisions can be improved

Qualifications:

Education:

- Must have a High School Degree or equivalent, such as GED

Physical Demands:

- Must be able to regularly lift, carry, and turn up to, or in excess of 50 pounds

Experience

- Experience working with the population served is preferred, but not required for Para and Associate level support staff

Training:

- Must successfully complete all state required trainings pursuant to the support services delivered
- Must successfully complete all required IHH trainings and in-services

Additional Requirements:

- Basic mathematical skills
- Ability to read, write and understand the language of the person served and read and write in English
- Ability to follow instructions
- Ability to work as a team member
- Reliable transportation including proof of current automotive insurance and current inspection sticker and registration

Productivity Expectation:

- Maintain a professional demeanor and image in all situations, including but not limited to person served and staff relationships, verbal communications, and attire (please see Employee Handbook)
- Adhere to Federal Anti-Kickback and Medicaid Fraud laws (see Medicaid Fraud and Anti-Kickback definitions)
- Maintain therapeutic boundaries with consumers, families, and guardians o Be familiar with HIPPA as related to confidentiality of information specific to persons served
- Have an understanding of Clients Right

- Have an understanding of mental health and/or developmental disabilities and their related symptomology
- Have or develop an understanding of the medications that the persons served may be taking, and their purpose and side effects
- Have or develop a working knowledge of therapeutic interventions to assist persons served in effectively monitoring and dealing with their emotions and behaviors
- Consistently practice appropriate service records documentation, pursuant to State, Federal, and IHH policy and procedures
- Provide support services as scheduled, showing up on-time and working on person centered goals for the duration of the time allotted
- Serve as a valued member of a person focused team to support the individuals we serve
- Establish and maintain effective working relationships with colleagues and persons served o Ability to plan and execute work effectively
- Be aware of expiration dates and maintain current training and re-certification requirements
- Attend and participate in all team meetings, committees, and audits as requested

Accuracy Required in Work and Consequences of Error:

The Paraprofessional/Caregiver is responsible for delivering services to each consumer on their caseload, which has the potential to severely affect the health and safety of consumers and staff. This position has a fiduciary responsibility to IHH, including, but not limited to billing, in which errors could result in significant funding infractions for the agency.

Supervision and Training Provided to Employee:

Initial and on-going training will be provided by the QP and/or Associate QP consistent with all State, Federal, and IHH rules, laws, statutes, and policy and procedures

Physical Effort:

A variety of physical activities are necessary for this position depending upon the needs of the consumers of the agency. From time to time their travel will be required. Training on lifting, turning, or carrying clients will be provided as needed and upon request.

Work Environment and Conditions:

The Paraprofessional/Caregiver works primarily in the community in order to ensure the quality and provision of services to the consumers. For residential services, depending on the shift work, much of the service might be provided in the residence.

Direct Supervisor for this Position:

Qualified Professional (QP)

Salary Range:

- Starting \$16/hr

Job Types:

- Part-time

Benefits:

- Referral program

Schedule:

- 10 hour shift
- 8 hour shift
- Night shift
- Weekend availability

Supplemental pay types:

- Bonus pay

Education:

- High school or equivalent (Preferred)

License/Certification:

- Driver's License (Preferred)