



## **Extended Hands of Hope- Forward Learning Academy**

### **Hope Advocate/Paraprofessional**

**Hourly range:** Day time shift 7am-3pm - \$15.00-\$16.00 an hour

**Organization Type:** Faith-based, Christian Nonprofit Organization

**Position Type:** Full time

**Department:** Residential Facility School

**Direct Report:** Special Education Teacher

#### **Minimum requirements**

Hope Advocates must be at least 21 years of age and have completed two years of college education. A high school diploma or equivalent and one year's experience in the human services field may be substituted for the required college. Residential experience and crisis management highly preferred. Understanding and Experience working with trauma victims required. **Paraprofessional. Must secure a 1-year substitute license from Colorado Department of Education.** Requirements for 1-year substitute license is valid high school diploma or GED. Cost reimbursed by Extended Hands of Hope. Preferred experience in the field of Special Education. A valid driver's license, fingerprinting, and a background check required.

#### **Preferred experience and skills**

2-3 years of experience in the social service field; First Aid/CPR a plus

#### **Job Duties listed below and include anything else assigned by your direct supervisor\***

##### **Routine Care**

- Staff maintains the routine, consistency, structure, and a democratic environment on an ongoing basis.
- Transports clients to and from activities, appointments, etc. on an ongoing basis as needed.
- Hope Advocate/Para is responsible for meal preparation and supporting clients in practicing and learning independent living skills.
- Ensures that Avanti House is presentable, conducts daily room inspections, and oversees completion of chores during shift.

##### **Individual Service Plan Liaison**

- Writes and completes daily progress notes and shift summaries to be sent to the Residential Coordinator. Shift summaries include but are not limited to documentation of behaviors, progress on individual service plan goals, sleep disturbances, and any incidents or reportable issues.
- Completes any necessary paperwork, such as incident reports, prior to leaving a shift.

## **Client Connections and Recovery Support**

- Maintains professional boundaries with children and acts as a positive role model.
- Communicates with clients in a strengths-based, trauma-informed, and respectful manner at all times. Refraining from derogatory comments or name calling. The latter type of word choices may result in disciplinary action.
- Utilizes de-escalation and trauma-informed behavior management techniques. When necessary employee engages personal managements to keep staff and clients safe.
- Demonstrates ability to identify concerning behaviors, anticipate potential problems, and provide for the child's individual needs on an ongoing basis.
- Facilitates house groups on an on-going basis

## **Job Duties Paraprofessional**

**Specific duties and responsibilities of the Paraprofessional include, but are not limited to:**

- Supervision of students
- Assist with classroom instruction and individual tutoring as directed by the Teacher
- Medication administration
- Assist the Teacher with intake and ongoing assessments
- Assist the Teacher with the IEP process as necessary
- Consistently aid in the maintenance of crisis management and a healthy classroom environment
- Daily paper work responsibilities, including shift report
- Teamwork with Direct Care and school staff
- Be an active member in the classroom-tutoring, role-modeling
- Complete incident reports in a timely fashion and submit as per Avanti House protocol
- Handle classroom discipline and be prepared to implement appropriate crisis intervention techniques.
- Attend Professional Development meetings
- Attend weekly school meetings
- Assist in the development and implementation of methodologies for behavioral change
- Facilitate group processes as needed to direct student's behavior and motivate further positive behaviors
- Prepare written reports as directed by the teacher
- Bring ideas/skills/hobbies to the classroom
- Coverage when teacher must attend staffing's, meetings, etc.
- Understand basics of special education and importance of adhering to goals/objectives

## **Preferred Skills:**

- Understands and demonstrates a willingness to engage in the core values of Extended Hands of Hope and guiding values and philosophies for the program
- Represent Extended Hands of Hope in a positive way at social activities and events
- Abide by organization policies and procedures
- Possess crisis management skills
- Displays strength-based tendencies
- Effectively communicates with others
- Capable of performing multiple tasks and is well organized
- Works well on a team

**Preferred Certifications and Training: Must obtain a Substitute Teaching License within 30 days of hire; Must become CPR and First-aid Certified**