

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED: 2/26/2018

TITLE OF POSITION: Family Empowerment Family Specialist

POSITION NUMBER: 20-23

PROGRAM: Bay Child

COMPONENT: Family Empowerment

MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED: Current Florida license (LCSW, LMHC or LMFT) and a minimum of two (2) years' experience providing individual and family therapy to those affected by domestic violence, mental health or substance abuse from a family systems perspective. Must have a valid Florida driver's license and meet all Center requirements for vehicle operations and transportation of clients in Center and non-Center vehicles.

Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring) and all Healthy Families Florida required training for the Family Specialist position (maybe post hire).

Life Management Center relies heavily on technology to run its business; therefore, all employees are required to have basic computer skills. These basic skills will include knowledge of creating folders, saving and retrieving files, e-mail (Outlook), MS Office (Word and Excel), using web browsers such as Internet Explorer and/or Mozilla Firefox, along with operating a keyboard, mouse, and printer.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at www.lifemanagementcenter.org

SUPERVISOR: Family Empowerment Program Administrator

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$50,000

WAGE AND HOUR STATUS: Exempt: X (Professional)
Non-exempt:

DESCRIPTION OF DUTIES AND RESPONSIBILITIES: *

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

- 1) Provide direct services for families:
 - a. Collect referrals for family specialist services and determine eligibility based on risk factors;
 - b. Conduct comprehensive evaluations and psychosocial assessments;
 - c. Develop treatment plans and reviews in conjunction with other team members;
 - d. Provide ongoing individual, relationship and family in-home counseling services;
 - e. Refer for specialized services and follow-up with family and service providers on those services; and
 - f. Accompany the Family Interventionist and Family Associate on home visits, as appropriate.

- 2) Provide collaboration and consultation services for Family Interventionist (FI) and Family Associates (FA) and other team members:
 - a. Review home visiting and supervision records prior to staffing;
 - b. Participate in staff briefings and meetings with family support workers to discuss ongoing challenges and progress of families relative to their treatment services.
 - c. Provide one-on-one consultation to FI's and FA's as needed, on how to encourage participants and members of their family to accept the services.
 - d. Provide one on one consultation, as needed, to offer specific strategies for working with families who are not open to Family Specialist's services.
 - e. Provide training to FI's and FA's and other team members, when necessary, on topics related to mental health, substance abuse and domestic violence and working with families with challenging issues;
 - f. Participate in service planning for families and,
 - g. Work with families Family Interventionists and Family Associates to improve follow-through on the treatment plan.

OTHER ESSENTIAL FUNCTIONS:

- 1.) Perform data collection as specified by contract.
- 2.) Travel between center and other sites including homes, and community locations.
- 3.) Perform client related documentation in accordance with Center policies and procedures, component specific guidelines and contract provisions, as applicable.
- 4.) Communicate effectively with other partners in the system of care.

Physical & Other Requirements:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Driving vehicles	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain) N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking: Yes No
Hearing: Yes No
Reading Comprehension: Yes No
Repetitive motion with hands, wrists, arms
(e.g keyboard, typing, handwriting, etc.) Yes No
Ability to lift and carry up to 15 pounds. Yes No
Ability to handle stressful situations: Minimal Moderate Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Not Anticipated

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Copy received by:

Date: _____