

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

DATE ESTABLISHED: 05/20/2013  
DATE REVISED: 08/27/2021

DATE REVIEWED: 08/27/2021  
DATE APPROVED: 08/27/2021

**TITLE OF POSITION:** CAT Team Program Assistant

**POSITION NUMBER:** 15-08 CAT

**PROGRAM:** Children's Services

**COMPONENT:** Community Action Team

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** High school diploma or equivalency, and two years' experience in an office setting. Successful completion of a two-year course of study in commercial or general business subjects at an accredited vocational technical school may be substituted for the required experience. College training may be considered on a year-for-year basis for the required experience. Knowledge of computer use and software applications, accounting procedures, records management required. Valid drivers' license required.

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

**SUPERVISOR:** CAT Team Leader

**POSITIONS SUPERVISED:** None

**WAGE AND HOUR STATUS:** Non-exempt

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**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. Prepare the monthly staff work schedule.
2. Order and maintain program supplies, equipment, and furniture; arrange for repair of office furniture and equipment; and arrange for maintenance of program vehicles.
3. Word process letters, memos, and reports.
4. Acquire client authorizations and request records as relevant to client needs.

\*Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

5. Collect necessary data and prepare required reports.
6. Answer telephone calls including performing the following: (1) triage and coordinate communication between the team and persons served; (2) get answers to questions for clients, families, community resources, and agencies; (3) work with callers to relieve urgent situations or to temporarily manage them until other staff are available; and (4) decide when and how to quickly refer calls to other staff.
7. Manage and operate the system to document all cash transactions with receipts signed by recipient upon receiving cash.
8. Complete all data input and coordinate the computer and management information systems for the program.
9. Maintain and record all orders, purchases, and documentation of all Enhancement fund transactions.

**Physical & Other Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input 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 checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Filing charts			

Speaking: ☒ Yes ☐ No  
Hearing: ☒ Yes ☐ No  
Reading Comprehension: ☒ Yes ☐ No  
Repetitive motion with hands, wrists, arms ☒ Yes ☐ No  
(e.g keyboard, typing, handwriting, etc.)

Ability to lift and carry up to **10** pounds.

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\*Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Copy received by:

\_\_\_\_\_ Date \_\_\_\_\_

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