

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

**DATE ESTABLISHED:** 04/05/2022

**DATE AMENDED:**

**TITLE OF POSITION:** Forensic Multidisciplinary Team Program Assistant

**POSITION NUMBER:**

**PROGRAM:** Bay

**COMPONENT:** Forensic Multidisciplinary Team

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** High school diploma or equivalency, and two years experience as a unit clerk in an inpatient or outpatient setting, in a medical or mental health clinic, or in office management. 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 and multiple softwares, accounting procedures, medical records management, and personnel policies and procedures necessary. Valid drivers' license required.

Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring). Completion of four hours of HIV/AIDS education (within 30 days of hiring) and two hours of HIV/AIDS information (biennially). Participate in any training as assigned by the Forensic Multidisciplinary Team Lead.

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

**SUPERVISOR:** Forensic Multidisciplinary Team Leader

**POSITIONS SUPERVISED:** None

**WAGE AND HOUR STATUS:** Non-exempt, 20 hours/week

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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 on-call work schedule and recommend and revise policies and procedures pertaining to these schedules in accordance with state contract requirements.

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

2. Maintain records of staff time worked and leave time.
3. Maintain and review with the Team Leader the budget for operations of the Forensic Multidisciplinary Team facility and assure that all purchases of supplies and equipment remain within that budget.
4. Order and maintain program supplies, equipment, and furniture; arrange for repair of office furniture and equipment; record mileage logged on program vehicles; and arrange for maintenance of program vehicles.
5. Assist nurses in ordering medication for clients from pharmacies according to state purchasing regulations.
6. Record admissions and discharges to provide a source of information for statistical reports.
7. Maintain Forensic Multidisciplinary Team client charts according to Center policies and the standards of the Department of Children and Families, including the following: set up charts for newly admitted clients; file materials in client charts and files to assure current, accurate information is available; and monitor Forensic Multidisciplinary Team clinical charts in coordination with the team leader, to assure that they are being maintained in accordance with program policies and procedures.
8. Inform and consult with Forensic Multidisciplinary Team staff for the proper maintenance of Forensic Multidisciplinary Team clinical charts and conduct in-service training for Forensic Multidisciplinary Team staff regarding clinical charting requirements.
9. Update and maintain a policies and procedures manual to assure that current and accurate information is available to staff.
10. Type letters, memos, and reports using word-processing equipment.
11. Prepare letters to request medical records and client authorizations and maintain a log of requests and records received.
12. Determine status of enrollment in Medicaid insurance plans and ensure per diem reports are generated as required. Prepare all Medicaid Billing reports and send to program director and CFO.
13. Design and maintain forms to obtain and maintain Medicaid, Medicare, or insurance information regarding all Forensic Multidisciplinary Team persons served.
14. Collect necessary data and prepare required reports.
15. Sort, route, and prioritize incoming mail with distribution to appropriate staff.
16. Greet people at Forensic Multidisciplinary Team headquarters and 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,

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and agencies; (3) work with callers to relieve urgent situations or to temporarily manage them until other staff are available; (4) attend to symptomatic behavior (shouting and pacing) of persons served who come into the Forensic Multidisciplinary Team office for appointments with staff or of those who come in without a clear purpose (persons without something to do or who come in because of distress); and (5) decide when and how to quickly refer calls to other staff.

17. Assess and report clinical behaviors and information (such as poor self-care, medical problems, and increased overt symptoms such as agitation) that are out of the ordinary for that particular client.
18. Manage and operate a system to disperse money to persons served according to individual client budgets and in accordance with clients' treatment plan case managers.
19. Manage and maintain an account with a local bank for deposits and withdrawals of client budgets.
20. Communicate regularly with financial guardians and protective payees of persons served to coordinate individual client budgets between the Forensic Multidisciplinary Team program and guardians or payees.
21. Manage and operate the system to document all cash transactions with receipts signed by clients upon receiving cash.
22. Manage and operate the system to receive money from guardians or payees, maintaining a record of receipt and the current balance for each person served.
23. Communicate with landlords regarding client rental agreements and payment of rent.
24. Complete all data input and operate or coordinate the computer and management information systems for the program.
25. 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
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Driving vehicles	<input checked="" 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

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Other (lift above waist/reaching etc., please explain) Filing charts	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
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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 **10** pounds.

Ability to handle stressful situations:  Minimal  Moderate  Frequent

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

**Copy received by:**

**Date**

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