

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

DATE ESTABLISHED: 8/29/2013

DATE REVIEWED:

DATE REVISED: 07/09/2019

DATE APPROVED:

**TITLE OF POSITION:** Children's Community Action Team (CAT) Master's Level Counselor**POSITION NUMBER:** 29-08 HWJGC CAT**PROGRAM:** Children's Services**COMPONENT:** Children's Community Action Team**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** Master's degree in psychology, social work or related human services discipline and minimum of two years of experience working with children who have behavioral health needs. 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).

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:** Exempt: XXX (Professional)

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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. Complete comprehensive evaluations that address individual youth needs, abilities, strengths and preferences. Address family dynamics that are relevant to successful youth functioning.
2. Develop treatment plans and reviews in conjunction with other team members that address both youth and family factors.
3. Work with families toward the implementation of the treatment plan with emphasis on helping youth and family members achieve resilience and autonomy.
4. Provide individual, family and group treatment.

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

5. Participate in staffing and consultations in settings in which the youth participates such as schools, work and recreational environments.
6. Assist families with establishing a natural support system that provides ongoing support during and post program participation.
7. With other team members, provide support and education to family members to help them become knowledgeable about mental illness, collaborate in the treatment process, and assist in their family member's progress.
8. Regularly attend organizational staff meetings to assess client status and progress, to coordinate treatment activities, and to develop treatment solutions to problems other staff is having.
9. Participate in staff training regarding skill development basic to the treatment of youth with Severe Emotional Disturbance and young adults with Severe and Persistent Mental Illness.
10. Perform client related documentation in accordance with Center policies and procedures, component specific guidelines and contract provisions, as applicable.
11. Refer for client services as indicated.

#### **OTHER ESSENTIAL FUNCTIONS:**

1. Travel required between clinics and other sites including homes, schools and community locations where clients are served.
2. Maintain after hours' availability as required by the needs of the clients and as directed by the Team Leader.

#### **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 checked="" type="checkbox"/> Moderate	<input 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 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) N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking:  Yes  No

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

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.**  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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Copy received by:

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Date: \_\_\_\_\_

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