

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

**DATE ESTABLISHED:**

07/23/2004

**DATE AMENDED:** 08/08/2024

**TITLE OF POSITION:** Mobile Response Team Leader

**POSITION NUMBER:** 39-28

**PROGRAM:** Bay

**COMPONENT:** Mobile Response Team

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** Master's degree in psychology, social work, psychiatric rehabilitation, or related human services discipline. Active license as a Mental Health Counselor, Clinical Social Worker, or Marriage and Family Therapist under Chapter 491, Florida Statutes, or as a psychologist under Chapter 490, F.S.; at least two years' experience in behavioral healthcare, one of which must be in crisis behavioral health services. Experience working with both adults and children is preferred.

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

**SUPERVISOR:** Program Director

**POSITIONS SUPERVISED:** Program Assistant; Mobile Crisis Counselors, Peer/Recovery Coach

**WAGE AND HOUR STATUS:** Exempt: X (Professional)

**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. Supervise and evaluate the multidisciplinary Mobile Response Team to ensure service excellence and courteous, helpful, and respectful services to program clients.
2. Function as a practicing clinician on the Mobile Response Team. Provide crisis mental status evaluations and crisis intervention services for both adults and children on-site and in the community.
3. Direct the day-to-day clinical operations of the Mobile Response Team including scheduling staff work hours to assure appropriate coverage for day, evening, weekend, and holiday shifts and on-call hours; lead organizational staff meetings and treatment planning.
4. Coordinate the crisis counseling response, provide on-site direction and supervision of the team's intervention services.

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

5. Responsible for program implementation, team reporting, and conduct team debriefings.
6. Participate in staff recruitment, interviewing, hiring, work assignments, and orientation and performance supervision according to work rules, regulations, and Center policies. Develop and implement staff orientation and training.
7. In consultation with the Program Director, maintain appropriate Mobile Response Team program headquarters with suitable furniture, office equipment, and telephone lines, directly or by delegation.
8. Develop and administer the Mobile Response Team program budget with the Program Director including line items to purchase necessary office supplies, furniture, equipment, communication devices, (e.g., telephones, cellular phones, computers), and to cover travel and transportation (e.g., by use of LMC vehicles or staff personal vehicles).
9. Supervise client records management assuring maintenance of the medical record in compliance with Center policies and Department of Children and Families contract requirements; train staff on medical record requirements; and regularly review client assessments, service/treatment plans, and progress notes written by the staff. Supervise individual staff for medical records mastery.
10. Carry out and document quality-assurance activities and reviews of MRT program services.
11. Develop and maintain program policies and procedures and revise as necessary.
12. Initiate and maintain relationships, in coordination with other staff, with area schools, law-enforcement agencies, local hospitals, other human services agencies, and with community resources.
13. Conduct clinical assessments and provide direct clinical treatment, rehabilitation, and support services with clients and families.
14. Perform on-call duty for crisis intervention and for staff supervision and consultation.
15. Train staff in the knowledge and skills basic to the treatment of persons in crisis and persons with severe and persistent mental illnesses.

**OTHER ESSENTIAL FUNCTIONS:**

1. Comply with requirements of Chapter 490 or 491, Florida Statutes, to maintain licensure.
2. Travel is required between multiple service sites, to the homes or residences of persons served, and within the community.
3. Deliver after hour on-call coverage by phone and face-to-face contact.
4. Perform away-from-center consultation and crisis intervention activities.

**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 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)	<input checked="" 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 **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 type="checkbox"/>	<input checked="" type="checkbox"/>
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"/>

\* 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. ADA Accommodations will be reviewed for persons with disabilities. We reserve the right to assess undue hardship that results from the provided accommodation and may need to rescind such reasonable accommodation if undue hardship results.

### Copy received by:

\_\_\_\_\_  
Employee

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

\_\_\_\_\_  
Supervisor

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