

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

DATE ESTABLISHED: 08/11/1998  
DATE REVISED: 06/22/2021

DATE REVIEWED: 06/28/2021  
DATE APPROVED: 06/28/2021

**TITLE OF POSITION:** Crisis Service Screener

**POSITION NUMBER:** 37-01

**PROGRAM:** Crisis/Inpatient

**COMPONENT:** Crisis Services - CSU - Bay

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** Master's degree in Psychology, Social Work, Counseling Education, Mental Health Counseling, Psychiatric Nursing; or a Registered Nurse; or Bachelor's degree in a mental health related field with a minimum of two years of work experience in a mental health related field.

Successful completion of a course in crisis screening prior to assuming crisis screening responsibilities. This course shall at a minimum include 12 contact hours of training in crisis screening, mental status examination, crisis intervention, Baker Act admission criteria, and the DSM-5. Successful completion of CPI (Crisis Prevention Institute) training (to be completed after employment begins). Completion of Cardiopulmonary Resuscitation and Basic First Aid (within 6 months of employment date).

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

Completion of an additional 20 hours of service-related training annually as mandated by F.A.C. 65E-12 and F.A.C. 65D-30.

**SUPERVISOR:** Bay Crisis Services Component Director

**POSITIONS SUPERVISED:** Assist with the supervision of student interns and volunteers.

**WAGE AND HOUR STATUS:** Exempt (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.)

### **Crisis Intervention**

1. Complete crisis mental health evaluations and treatment plans.
2. Provide crisis counseling by phone and face-to-face.
3. Coordinate client service with other providers.

4. Provide crisis follow-up and referral services.
5. Implement verbal and physical intervention techniques (from Crisis Prevention Intervention)
6. Work various shifts as assigned, including weekends, holidays, and natural disasters.
7. Deliver after-hours on-call crisis intervention by phone and face-to-face contact.
8. Complete clinical record and other documentation in accordance with Center policies and procedures, component-specific guidelines, and guidelines in requirements of funding and accrediting agencies.
9. Complete staff training.

**OTHER ESSENTIAL FUNCTIONS:**

1. Travel between multiple work sites and from home to work sites when on call.
2. Provide transportation of patients as needed.
3. Maintain eligibility to drive Center vehicles.
4. Attend weekly supervision and staff meetings as scheduled.

**Physical & Other Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal	<input checked="" 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 type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent

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 50 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"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>

\* Not Anticipated

**Copy received by:**

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