LIFE MANAGEMENT CENTER, INC.
POSITION DESCRIPTION
Last Revised 10/27/2026

Incumbent's Name: **Employment Status:** Medical Exempt/Full-Time
Job Title: APRN (CRF) **Reports To:** Chief Medical Officer & Crisis Services Director
Classification: Exempt **Supervises:** N/A

Mission Statement:
It is the mission of Life Management Center to provide comprehensive, integrated care that promote the health and quality of our community members.

JOB SUMMARY:

Provides psychiatric care in the management of acute and chronic mental health problems and promotes wellness through a variety of preventive and intervention methods. Evaluates, manages, and initiates referrals and consultations in accordance with patient needs pursuant to established clinical protocols and accepted standards of medical care. Provides telephonic consultation, and after-hours and weekend call duty as needed or assigned.

ESSENTIAL/CORE JOB-SPECIFIC DUTIES AND RESPONSIBILITIES

1. Completes clinical/medical evaluations, examinations and assessments using Agency medical record forms and protocols for assigned patients in accordance with established clinical protocol or Medical Staff Bylaws. Documents assessment information, follow-up, and referrals in accordance with Client Record Handbook/Bylaws specifications.

2. Provides and monitors medical/psychiatric/nursing care and treatment for assigned patients in accordance with established clinical protocols and generally accepted standards of medical care. Documents all care and treatment provided, including consultations and referrals, in accordance with Agency policies, procedures, bylaws and Client Record Handbook specifications.

3. Provides and monitors pharmacological agents for assigned patients in accordance with clinical protocols. The monitoring includes the assessment and documentation of the patient's response to medication, alleviation of symptoms, side effects, adverse reactions, and interactions. Consults with collaborative physician appropriately in planning and implementing interventions identified in the assessment.

4. Provides patient/family education and assists in the coordination of care and treatment as appropriate.
5. Provides care for minors requiring 12-hour evaluations to determine qualification for admission or referral in a time sensitive manner.

6. Provides Provider coverage to treatment units as directed by the CMO/Program Director or designee.

7. Provides a second opinion for Baker Act court as directed by the CMO/Program Director or designee.

8. Actively participates in treatment team meetings, staff meetings, quality assessment and improvement activities, in-service education, and medical staff and other committees and work groups as appropriate or assigned by supervisor.

9. Performs other duties as required.

CLINICAL COMPETENCIES/PERFORMANCE

1. Demonstrates knowledge and skills to systematically obtain, analyze, and interpret relevant data and information to determine treatment recommendations and priorities.

2. Demonstrates knowledge about substance abuse, dependence, and other addictive behaviors and their treatment. Demonstrates ability to screen for psychoactive substance toxicity, intoxication, withdrawal symptoms, and co-existing mental health problems; and determine the client's readiness for treatment and change.

3. Demonstrates ability to screen for danger to self or others.

4. Demonstrates understanding of the range of treatment needed and knowledge of available treatment resources and their appropriate use in formulating with the client mutually agreed-upon treatment goals and measurable objectives.

5. Therapeutic Relationships/Ethics: Effectively establishes rapport, maintains appropriate therapeutic relationships, empathizes, and communicates with clients. Respects and ensures protection of client rights and confidentiality/ privacy. Demonstrates knowledge of and adherence to accepted ethical and professional standards of conduct.

6. Demonstrates knowledge and skills to provide trauma informed care.

CENTERWIDE EXPECTATIONS

1. Performance Improvement: Initiates efforts to improve job, program, or Agency performance and quality of services. As appropriate, participates in Life Management Center's performance improvement initiatives or activities (e.g., work teams, committees, etc.).

2. Initiative/Acceptance of Responsibility: Demonstrates self-motivation and self-reliance. Performs tasks willingly and carries out assigned duties. Adjusts to peaks in workload; demonstrates flexibility and adaptability to change. Performs additional responsibilities as needed/required.

3. Attitude/Customer Relations: Demonstrates a positive, supportive, respectful, and helpful attitude in interactions with all clients, visitors, other employees and the public. Contributes to

cohesive group relationships; uses open communication to identify and resolve problems in and between units/departments.

4. Patient Safety: Demonstrates a commitment to ensuring services provided/job performed promote and maintain a culture of patient safety throughout the agency. Effectively communicates and proactively identifies risks to help reduce errors and other factors that may contribute to unintended adverse outcomes.

5. Attendance: Observes assigned work hours, use and scheduling of leave, and punctuality. Provides notification of absences, tardiness and leave requests in accordance with the Agency's policies and procedures. Respects length of time taken for lunch breaks and work breaks.

6. Training and Education: Maintains compliance with required training in accordance with established time frames. Seeks opportunities to increase knowledge and competencies which benefit the position, program or Agency.

7. Other duties as required: Complies with changes in duties and assignments in a positive and cooperative manner.

QUALIFICATIONS:

Education/Experience:

- Master's in nursing from an accredited university or college and Florida Licensure as an advanced registered nurse practitioner.
- For 'Psychiatric APRN' designation, must possess Master's Degree in Psychiatric Nursing from an accredited university or college.

Licensure or Certification:

- Licensure as registered nurse and duly certified by the Florida Board of Nursing as an APRN.
- Must maintain current CPR and CPI certifications.
- For 'Psychiatric APRN' designation, must complete specialty education or training in psychiatry and maintain Certification by the American Nurses Credentialing Center (ANCC) as a Clinical Specialist in Adult Psychiatric and Mental Health Nursing.
- Must possess current, valid driver's license and maintain the Center's Authorized Driver status (less than seven points on license).

Competency/Skills

- Ability to actively listen to others and to establish and maintain effective working relationships demonstrating understanding, patience and tact in dealing with patients, personnel and the general public.
- Memory for details.
- Ability to prescribe, administer, and monitor medications in accordance with protocol.
- Ability to provide direct patient care and treatment.
- Ability to plan, organize and coordinate work assignments.
- Ability to communicate effectively verbally and in writing.
- Ability to interpret and follow medical instructions.

- Ability to obtain and interpret information in terms of client's needs.
- Understanding of range of treatment needed.
- Ability to establish and maintain therapeutic relationships, empathizes, and communicates with clients and family members.
- Ability to maintain complete and up-to-date client record documentation.
- Ability to systematically obtain, analyzes, and interprets relevant data and information to determine treatment recommendations and priorities.
- Ability to screen for aggression or danger to others, and potential for self-inflicted harm or suicide.
- Ability to effectively establish rapport, maintains appropriate therapeutic relationships, empathize and communicate with clients.
- Ability to manage aggressive behavior.

Knowledge

- Knowledge of nursing principles, practices, and techniques.
- Knowledge of legal limitations of the nursing profession and functions within these limits.
- Knowledge of nursing equipment and instruments.
- Ability to obtain information about, and interpret information in terms of, mental illness and/or substance abuse.
- Knowledge of general treatment needs and interventions for psychiatric and/or substance abuse clients preferred.
- Knowledge of available treatment resources and appropriate utilization.
- Understanding of QI tools and techniques and ability to apply them.
- Understanding of the range of treatment needed and knowledge of available treatment resources and their appropriate use in formulating with the client mutually agreed-upon, treatment goals and measurable objectives.
- Knowledge of accepted ethical and professional standards of conduct.
- Knowledge of PI tools and techniques and ability to apply them.
- Knowledge of patient safety principles and practices.

WORKING ENVIRONMENT/PHYSICAL DEMANDS:

Definitions for the frequency of occurrence:

Not Applicable (does not perform this activity)
Occasionally (performs activity up to 33% of the time)
Frequently (performs activity 34% to 66% of the time)
Continuously (performs the activity 67% to 100% of the time)

Working Environment	N/A	Occasionally	Frequently	Continuously
Works inside	☐	☐	☐	■
Works outside	■	☐	☐	☐
Office setting, **business** or clinical	☐	☐	☐	■
Works in well- lighted, temperature-controlled facility	☐	☐	☐	■
Works in confined quarters	☐	■	☐	☐
Works in community settings	☐	■	☐	☐
Provides services in client's natural				

environment	■	☐	☐	☐
Exposure to communicable diseases	☐	☐	■	☐
Exposure to excessive noise	☐	■	☐	☐
Exposure to marked changes in temperature and/or humidity	☐	■	☐	☐
Exposure to dust, fumes, gases, radiation, Microwave	■	☐	☐	☐
Drives motorized equipment	■	☐	☐	☐
Travels for work	☐	☐	■	☐

	Required	N/A
Must report as regularly scheduled during severe weather conditions (e.g. tropical storm, hurricanes, etc.) to ensure continuation of essential program service unless otherwise instructed by supervisor or prevented from reaching work station (e.g. roads flooded, driving restricted by law enforcement, etc.) Any delays must be communicated directly to the responsible supervisor.	☐	■

Mental Demands	N/A	Occasionally	Frequently	Continuously
Problem solve	☐	☐	☐	■
Make decisions	☐	☐	☐	■
Supervise	■	☐	☐	☐
Analyze and interpret data	☐	☐	☐	■
Organize	☐	☐	☐	■
Communicate orally and in writing	☐	☐	☐	■
Works under mental stress to meet deadlines	☐	☐	☐	■

Physical Demands	N/A	Occasionally	Frequently	Continuously
Standing	☐	☐	■	☐
Walking	☐	☐	■	☐
Sitting	☐	☐	■	☐
Balancing	☐	■	☐	☐
Stooping	☐	■	☐	☐
Kneeling	■	☐	☐	☐
Crouching	■	☐	☐	☐
Crawling	■	☐	☐	☐
Reaching/working overhead	☐	■	☐	☐
Keyboard use/repetitive hand motion	☐	■	☐	☐
Climbing	■	☐	☐	☐
Pushing	☐	■	☐	☐
Pulling	☐	■	☐	☐
Lifting (**up to 10 lbs**)	☐	■	☐	☐
Carrying (up **to 10 lbs**)	☐	■	☐	☐
Manual dexterity, audio-visual acuity to operate various business machines and computerized informational systems	☐	☐	■	☐
Operate heavy duty equipment	■	☐	☐	☐

OSHA CATEGORY (BLOOD BORNE PATHOGEN EXPOSURE)	**Category**	**N/A**
Category 1: Position routinely involves potential exposure to blood, body fluids or other potentially infectious material. Position routinely participates in emergency patient care such as first aid, CPR and/or seclusion/restraint (CPI)	■	☐
Category 2: Position normal work responsibilities involve no routine exposure but exposure could occur, as in emergencies or unplanned situations, and these work responsibilities may be required as a condition of employment.	☐	■
Category 3: Position does not involve exposure to blood or other potentially infectious material. Position does not perform CPR, emergency care or first aid as a part of his/her duties.	☐	■

DISCLAIMER:
The statements contained herein reflect general details as necessary to describe the principal functions of this position. This is not intended to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with this position. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Individuals may be required to perform other duties as needed. This document describes the position currently available. It is not an employment contract. Life Management Center, Inc. reserves the right to modify position duties and position descriptions at any time.

I have read this Position Description, understand its contents, and agree to work in accordance with the requirements of the position and to perform all duties and maintain all standards in accordance with Agency policies and procedures. I understand and accept that I may be required to work in any location under the Agency's service areas.

_____ ____/____/____
Employee Signature **Date**

_____ ____/____/____
Clinical Supervisor Signature **Date**

_____ ____/____/____
Administrative Supervisor Signature **Date**

A copy of this position description was provided to me on ___/___/___.
Employee Initial: _____

Y:\Position Descriptions\Psychiatric ARNP.docx