

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

**DATE ESTABLISHED:** 7/1/2014

**DATE AMENDED:** 9/05/2018

**TITLE OF POSITION:** EPIC Team Leader

**POSITION NUMBER:** 39-26

**PROGRAM:** Bay

**COMPONENT:** Early Psychosis Intervention and Care (EPIC)

**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 of experience in behavioral healthcare required. Knowledge of RAISE/Navigate model preferred.

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

**SUPERVISOR:** Chief Operations Officer, Adult Services

**POSITIONS SUPERVISED:** EPIC Program Assistant; in conjunction with EPIC Psychiatrist, EPIC Supported Employment Counselor, two EPIC Resiliency Training Clinicians, and EPIC Peer Specialist, EPIC Care Coordinator, along with other EPIC Team staff as identified.

**SALARY MINIMUM:** \$50,000

**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. In collaboration with the EPIC psychiatrist, supervise and evaluate the multidisciplinary team to ensure service excellence and courteous, helpful, and respectful services to program clients.
2. Function as a practicing clinician on the EPIC team by performing assessments, individual/family counseling and crisis intervention services.
3. Direct the day-to-day clinical operations of the EPIC team; lead the regularly scheduled organizational staff meetings and treatment planning meetings; continuously evaluate the

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

status of consumers and perform appropriate planning and coordination of treatment activities to ensure immediate attention to their changing needs.

4. Direct and coordinate the consumer's admission process along with treatment, rehabilitation, and support services of the program in coordination with the treating psychiatrist. Schedule the program admission assessment; develop and coordinate the initial admission assessment and initial treatment plan.
5. Direct and coordinate, for each person served, the client-centered comprehensive assessment of psychiatric history (e.g., onset, course and effect of illness, past treatment and responses, and risk behaviors), mental status, and diagnosis; physical health and dental health; use of drugs or alcohol; education and employment; social development and functioning; activities of daily living (e.g., self-care, living situation, nutrition, money management); and family structure and relationships.
6. Participate in staff recruitment, interviewing, hiring, work assignments, orientation and performance supervision according to work rules, regulations, and Center policies; and develop and implement staff orientation and training.
7. Maintain appropriate EPIC program offices with suitable furniture, office equipment, and telephone lines, directly or by delegation.
8. Develop and administer the EPIC program budget including line items to purchase necessary furniture, equipment, communication devices (e.g., telephones, cellular phones), and supplies and to cover travel and transportation (e.g., purchase or lease program cars, or cover mileage and insurance for use of personal staff vehicles or both). Monitor consumer incidental expenses for appropriateness to reinforce recovery while maintaining budget limits.
9. Supervise medical records management assuring maintenance of the medical record in compliance with Center policies and Managing Entity and Department of Children and Families' contract requirements; train staff on medical record requirements; regularly review consumer assessments, treatment plans, and progress notes written by the staff and supervise individual staff for medical records mastery.
10. Carry out and document quality-assurance activities and reviews of use of 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 law-enforcement, other human services agencies, and with informal community resources (e.g., landlords, employers, family support system).
13. Conduct clinical assessments and provide direct clinical treatment, rehabilitation, and support services to consumers and their support system. This may include facilitating referral to other center services in support of the consumer's recovery goals.
14. Be available for after hour staff supervision and consultation.

15. Train staff in the knowledge and skills basic to the treatment of persons with severe and persistent mental illnesses to include education and training on the “Navigate” recovery model.
16. Collect and maintain program data in support of the EPIC Program’s efficacy. Prepare reports as necessary to demonstrate program’s achievement of goals and contractual requirements.
17. Participate in presentations with local community or social service-based agencies in support of the EPIC Program.

**OTHER ESSENTIAL FUNCTIONS:**

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

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

	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: \_\_\_\_\_