

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

DATE ESTABLISHED: 2/01/05
DATE AMENDED: 11/27/2018

TITLE OF POSITION: Disaster Recovery Counselor

POSITION NUMBER: 37-06

PROGRAM: Bay Adult Services

COMPONENT: Adult Services

MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED: High School diploma and relevant experience working in community agencies such as churches, transportation providers, housing authorities, or with referral sources or assistive agencies such as DCF, ACCESS Florida, etc. 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 (exceptions may be considered for a valid ADA Accommodation for driving).

Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring). Completion of four hours of HIV/AIDS education (within 30 days of hiring) and two hours of HIV/AIDS information (biannually). Successful completion of CPI (Crisis Prevention Institute) training (within six months of hiring).

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

SUPERVISOR: Disaster Recovery Team Leader

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$38,000 annually.

AGE AND HOUR STATUS: Exempt:(Professional) Non-exempt: XX___

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) Provide face-to-face and telephone assessment of persons experiencing behavioral health crises. Provide basic educational or emotional support to individuals or groups related to disaster reactions.

- 2) Help disaster survivors understand their situation and reactions, review their options, and connect with other individuals and agencies that may assist them.
- 3) Provide active listening and emotional support, identify and teach coping skills and stress management techniques, and help prioritize needs for the survivors.
- 4) Provide group encounters offering emotional support and assistance to various age groups.
- 5) Assist group members with referral to other services and provide them with skills to cope with their situation and reactions.
- 6) Provide general educational information to survivors on disaster services available and key concepts of disaster behavioral health.
- 7) May provide public speaking at community forums, in-service group meetings and local government meetings.
- 8) Provide assessment for need for referral to additional services, such as disaster relief, or traditional mental health, or substance use treatment if reactions are severe.
- 9) Refer connect survivors with behavioral health services, disaster recovery services, and tangible goods.
- 10) Provide a presence at community events to provide a compassionate presence and crisis counseling services.
- 11) Provide a presence at schools, community centers, faith-based organizations or meetings with community leaders.
- 12) Distribute flyers, brochures, tip sheets, guidance documents, or website content.
- 13) Assist individuals experiencing behavioral health crises with accessing services and supports to alleviate immediate stressors affecting stability in the community. This may include actually assisting with locating housing, utilities, food, medical attention, accelerated outpatient appointments, and transportation, or accelerating access to a client case manager who will immediately begin working with the individual on these issues.
- 14) Provide individual supportive counseling, and symptom management, both in office and community setting educate and support individuals' families; and advocate for the rights and preferences of persons served.
- 15) Coordinate with inpatient mental health and substance use services to establish linkage to outpatient treatment, self-help programs (e.g., Alcoholics Anonymous, Narcotics Anonymous, NAMI, etc.), outpatient services, and residential facilities.
- 16) Provide follow-up to persons experiencing difficulty with managing trauma.

17) 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.

OTHER ESSENTIAL FUNCTIONS:

1. Travel required between multiple service sites, to the homes or residences of persons served, and within the community.
2. Perform away-from-center intervention activities.
3. When no other alternatives are available, transport individuals in personal or Center vehicles.
4. Complete training as required by Life Management Center training policies.

Physical & Other Requirements:

- Must be able to hear conversational speech, visually observe client behaviors for safety and communicate effectively with clients and co-workers.

Activity	Expectation			
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent	<input type="checkbox"/> None
Driving vehicles	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent	<input type="checkbox"/> None
Lifting and/or Carrying	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent	<input type="checkbox"/> None
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 20 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 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"/>

* 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: _____

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