

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

DATE ESTABLISHED: 02/01/2005
DATE AMENDED: 11/28/2018

TITLE OF POSITION: Disaster Recovery Project Manager

POSITION NUMBER: 37-08

PROGRAM: Bay Adult Services

COMPONENT: Adult Services

MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED: Bachelor's degree in psychology, social work, or related human services discipline with 4 years of applicable experience. Eligibility for licensure 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 Florida Statutes plus two years of experience working with persons with behavioral health disorders preferred or Licensure under Chapter 491 Florida Statutes or Chapter 490 Florida Statutes with one year of experience working with persons with behavioral health disorders preferred. Experience with managing persons involved in crises and managing other employees responding to crises preferred. 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.

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 Training).

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

SUPERVISOR: Adult Services COO

POSITIONS SUPERVISED: Disaster Recovery Team Leaders; other related positions as assigned.

SALARY MINIMUM: \$60,000. **WAGE AND HOUR STATUS:** Exempt: XX (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.)

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

- 1) Provide oversight and lead coordination for a six county judicial circuit response to behavioral health disaster recovery.
- 2) Provide training, reporting, fiscal monitoring for the provider.
- 3) Serve as team leader as needed.
- 4) Provide face-to-face and telephone assessment of persons experiencing behavioral health crises if needed. Determine suitability for outpatient crisis intervention or need to triage with the Life Management Center on-call psychiatrist for inpatient hospitalization.
- 5) Supervise the disaster recovery team project response to individuals experiencing behavioral health crises related to disaster. Provide oversight to multiple disaster recovery response teams.
- 6) Review needs assessments and plan team activities to manage recovery operations.
- 7) Communicate with other agencies such as DCF, Big Bend Community Based Care, other agencies and referral resources regarding needs assessments and service delivery.
- 8) Provide oversight on media coverage regarding availability of Disaster Recovery Teams.
- 9) Provide communication to others regarding linkage to substance use and mental health treatment services and case management services.
- 10) 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.
- 11) Compile, oversee and distribute data obtained from Disaster Recovery teams.
- 12) Provide data for fiscal monitoring to LMC, Big Bend Community Based Care, and DCF. Manage regular reports to these entities.

OTHER ESSENTIAL FUNCTIONS:

1. Travel required between multiple counties, 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 substance abuse training as outlined by Florida Statute 65-D-30.

5. Complete training as required by Life Management Center training policies.
6. If licensed, comply with requirements of Chapter 490 or 491, Florida Statutes, to maintain licensure.

Physical & Other Requirements:

- Must be able to hear conversational speech, visually observe client behaviors for safety and communicate effectively with clients and co-workers.
- Vision requirements include close and distance vision.

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

	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

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the provided accommodation and may need to rescind such reasonable accommodation if undue hardship results.

Copy received by:

Employee

Date: _____

Supervisor

Date: _____