

LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION

DATE ESTABLISHED: 01/11/19
DATE AMENDED:

TITLE OF POSITION: Disaster Recovery Child Specialist
POSITION NUMBER: 37-09

PROGRAM: Bay Adult Services

SUMMARY: This position operates as part of the Disaster Recovery Team Crisis Counseling Program (CCP) for a declared disaster. The Child Specialist provides crisis counseling services for children and adolescents, parent education, and supportive family services focused on grief and loss. This position promotes resilience and successful coping techniques using individual, group, and family evidence based strategies. Provides culturally sensitive education and training about the effects of trauma on young children and their families. Provides expertise to other professionals and agency staff.

MINIMUM REQUIREMENTS: Master's Degree in psychology, social work, or related human services discipline. Licensure preferred, as Mental Health Counselor, Clinical Social Worker, or Marriage and Family Therapist under F.S. 491, or as a Psychologist under F.S. 490 with at least two years of experience preferably working with children and families who have experienced trauma. Must be able to deliver evidence based treatment to children and families who have experience trauma. 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.

Experience and training in substance use disorders in youth and families is desirable.

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 Crisis Prevention Institute (CPI) training within 6 months of hiring.

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

Life Management Center relies heavily on technology to run its business; therefore, all employees are required to have basic computer skills. These basic skills will include knowledge of creating folders, saving and retrieving files, e-mail (Outlook), MS Office (Word and Excel), using web browsers such as Internet Explorer and/or Mozilla Firefox, along with operating a keyboard, mouse, and printer.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at www.lifemanagementcenter.org

SUPERVISED BY: Disaster Recovery Project Manager

POSITIONS SUPERVISED: None

SALARY OR WAGE MINIMUM: \$55,000 annual salary

WAGE AND HOUR STATUS: Exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES¹:

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

- 1) Establishes and maintains cooperative relationships with representatives of community, day care, faith-based, and school groups.
- 2) Provides crisis counseling services for children and adolescents, parent education, and family supportive family services focused on grief and loss.
- 3) Promotes resilience and successful coping techniques using individual, group and family evidence-based strategies.
- 4) Provides culturally sensitive education and training about the effects of trauma on young children and their families.
- 5) Delivers training that includes reactions to disasters, creating safe environments, creating classroom communities, and health responses to life-changing events.
- 6) Acts as an expert behavioral health resource to CCP co-workers and community agencies.
- 7) Travel between multiple locations and counties required.
- 8) Maintenance of driving privilege based on LMC policy and procedures required.
- 9) Complete clinical records and other documentation in accordance with Center policies and procedures, component-specific guidelines and guidelines of CCP standards.
- 10) Provide counseling services in away from center places.
- 11) Comply with licensure requirements.

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

Physical and Other Requirements:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input 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 checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal	<input 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 **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 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 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 _____