

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

DATE ESTABLISHED: 01/28/19
DATE AMENDED:

TITLE OF POSITION: Disaster Recovery Program Assistant

POSITION NUMBER: 15-11

PROGRAM: Adult Services

COMPONENT: Disaster Recovery Team

MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED: High school diploma or equivalency, and two years experience as an office manager in a medical or mental health clinic, or in other office management. Successful completion of a two-year course of study in commercial or general business subjects at an accredited vocational technical school may be substituted for the required experience. College training may be considered on a year-for-year basis for the required experience. Knowledge of computer and multiple softwares, accounting procedures, medical records management, and personnel policies and procedures necessary. Valid drivers' license required.

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

SUPERVISOR: Disaster Recovery Project Manager

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$33,280.00 annually

WAGE AND HOUR STATUS: Non-exempt

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. Prepare schedule of organized events and coverage by teams.
2. Maintain records of staff time worked and leave time. Collect information to verify time worked by employees for disaster recovery contract.

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

3. Collect and verify data via paper copies of forms, Electronic Medical Record (EMR) outreach logs and SAMHSA data base. Prepare reports for partner organizations (FEMA, Big Bend Community Based Care, Department of Children and Families).
4. Maintain and review with the Project Manager the budget for operations of the team and assure that all purchases of supplies and equipment remain within that budget.
5. Order and maintain program supplies, equipment, and furniture; arrange for repair of office furniture and equipment.
6. Answer office phone calls, take responsibility for communicating to team locations disaster recovery needs for individuals and community agencies. Post scheduled events and training for staff.
7. Maintain data in organized fashion to support billing for the project.
8. Ensure staff access to Life Management Center policies and procedures, schedule mandatory trainings based on policies.
9. Type letters, memos, and reports using word-processing equipment.
10. Maintain telephone numbers and locations of Disaster Recovery staff. Update as needed.
11. Design and maintain forms to provide reports to partner agencies.
12. Collect necessary data and prepare required reports.
13. Sort, route, and prioritize incoming mail with distribution to appropriate staff.
14. Greet people on behalf of the Disaster Recovery Project and Life Management Center and answer telephone calls including performing the following: (1) triage and coordinate communication between the team and persons served; (2) get answers to questions for clients, families, community resources, and agencies; (3) work with callers to relieve urgent situations or to temporarily manage them until other staff are available; and (5) decide when and how to quickly refer calls to other staff.
15. Manage purchasing card accounts for incidental necessary expenses.
16. Complete all data input and operate or coordinate the computer and management information systems for the program.
17. Maintain and record all orders, purchases, and documentation of all Project transactions.

Physical & Other Requirements:

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

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 type="checkbox"/> Minimal	<input checked="" 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) Filing charts	<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

	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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overtime (Non-Exempt only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Copy received by:

Date _____

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