

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

**DATE ESTABLISHED:** 01/15/99  
**DATE AMENDED:** 07/11/2018

**TITLE OF POSITION:** Family Assessment Worker

**POSITION NUMBER:** 22-08

**PROGRAM:** Bay County Children's Services/Healthy Families

**SUMMARY:** Perform family assessment to determine program eligibility. Perform client related documentation in accordance with program and Center policies and procedures and contract provisions as applicable. Make referrals to community-based agencies for non-eligible referrals. Review hospital and clinic records. Perform data collection as specified by contract.

**MINIMUM REQUIREMENTS:** Minimum of a bachelor's degree. Experience working with young children and their families. Forty (40) hours of agency training relevant to: Healthy Families project goals, services, policies and operating procedures; relationships with other community resources; child abuse/neglect indicators and reporting requirements; history and philosophy of home visiting; universal precautions for violence; client rights; confidentiality; client grievance; incident reporting; cultural competency; HIV/AIDS information; infection control; safety; community resources. Compliance with minimum standards for screening of mental health personnel as contained in FS 394.4572. Successful completion of State sponsored Healthy Families core training.

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](http://www.lifemanagementcenter.org)

**SUPERVISED BY:** Component Supervisor, Healthy Families

**POSITIONS SUPERVISED:** None

**SALARY OR WAGE MINIMUM:** \$31,500

**WAGE AND HOUR STATUS:** Non-Exempt

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES<sup>1</sup>:**

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

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

1. Check Healthy Start/Healthy Families Universal Screens, hospital and clinic records to determine client need
2. Perform family assessment to determine program eligibility.
3. Staff referrals with program staff.
4. Make referrals to community-based agencies for non-eligible referrals.
5. Perform client related documentation in accordance with program and Center policies and procedures and contract provisions as applicable.
6. Perform data collection as specified by contract.
7. Participate in events that are specific to the public awareness and support of the Healthy Families Program.
8. Assist with preparation, planning, and/or set-up for Healthy Families fund-raising events and working events that are specifically geared for family appreciation events and fund raising for the Healthy Families Bay program.

**NON-ESSENTIAL FUNCTIONS:** List other functions that are typically shared with other employees of that could, if necessary be performed by coworkers.)

1. Travel between multiple work sites.
2. Obtain and forward to data entry all information necessary for case openings. Maintain client service delivery schedule.

**Physical 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 type="checkbox"/> Moderate	<input checked="" 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 type="checkbox"/> Minimal	<input checked="" 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 15 pounds.  Yes  No

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 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"/>

\* Not Anticipated

**Copy received by:**

\_\_\_\_\_ **Date** \_\_\_\_\_