

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

**DATE ESTABLISHED:** 5/18/2016

**TITLE OF POSITION:** Healthy Families Family Specialist

**POSITION NUMBER:** 29-11

**PROGRAM:** Bay Child

**COMPONENT:** Healthy Families

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** Current Florida license (LCSW, LMHC or LMFT) and a minimum of two (2) years' experience providing individual and family therapy to those affected by domestic violence, mental health or substance abuse from a family systems perspective. 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) and all Healthy Families Florida required training for the Family Specialist position (maybe post hire)

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.

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

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)

**SUPERVISOR:** Healthy Families Program Manager

**POSITIONS SUPERVISED:** None

**SALARY MINIMUM:** \$50,000

**WAGE AND HOUR STATUS:** Exempt: XXX (Professional)  
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) Provide direct services for families:
  - a. Collect referrals for family specialist services and determine eligibility based on risk factors;
  - b. Conduct comprehensive evaluations and psychosocial assessments;
  - c. Develop treatment plans and reviews in conjunction with other team members;
  - d. Provide ongoing individual, relationship and family in-home counseling services;
  - e. Refer for specialized services and follow-up with family and service providers on those services; and
  - f. Accompany the family support worker on home visits, as appropriate.
  
- 2) Provide collaboration and consultation services for family support workers and other team members:
  - a. Review home visiting and supervision records prior to staffing;
  - b. Lead/facilitate staff briefings and meetings with family support workers to discuss ongoing challenges and progress of families relative to their treatment services.
  - c. Provide one-on-one consultation to FSWs, as needed, on how to encourage participants and members of their family to accept the services of the family specialist.
  - d. Provide one on one consultation, as needed, to offer specific strategies for working with families who are not open to Family Specialist's services
  - e. Provide training to family support workers and other team members, when necessary, on topics related to infant mental health and working with families with challenging issues;
  - f. Participate in service planning for families and,
  - g. Work with families and Family Support Workers to improve follow-through on the treatment plan.

**OTHER ESSENTIAL FUNCTIONS:**

1. Perform data collection as specified by contract.

2. Participate in events that are specific to the public awareness and support of the Healthy Families Program.
3. Assist with preparation, planning, and completion of Healthy Families fund-raising, family appreciation and other program sponsored events.
4. Travel between center and other sites including homes, schools and community locations.
5. Perform client related documentation in accordance with Center policies and procedures, component specific guidelines and contract provisions, as applicable.

**Physical & Other Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
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 type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" 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 type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain) N/A	<input 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 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 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:

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Date: \_\_\_\_\_

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