

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

**DATE ESTABLISHED:** 2/01/05  
**DATE AMENDED:** 11/28/2018

**TITLE OF POSITION:** Disaster Recovery Team Leader

**POSITION NUMBER:** 37-07

**PROGRAM:** Bay Adult Services

**COMPONENT:** Adult Services

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** Master's degree in psychology, social work, or related human services discipline. 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 experience working with persons with behavioral health disorders or Licensure under Chapter 491 Florida Statutes or Chapter 490 Florida Statutes with one year of experience working with persons with behavioral health disorders. Experience working with persons experiencing trauma 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 (exceptions may be considered for a valid ADA Accommodation for driving).

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 Institute) training (within six months of hiring).

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

**SUPERVISOR:** Bay Adult Services Project Director

**POSITIONS SUPERVISED:** Recovery Crisis Counselors

**SALARY MINIMUM:** \$55,000

**WAGE AND HOUR STATUS:** Exempt: XX (Professional)

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**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) Lead a team of crisis counselors in the field.
- 2) Provide face-to-face and telephone assessment of persons experiencing behavioral health crises. Determine suitability for outpatient crisis intervention or need to triage with the Life Management Center on-call psychiatrist for inpatient hospitalization.
- 3) Assist individuals experiencing behavioral health crises with accessing services and supports to alleviate immediate stressors affecting stability in the community. This may include actually assisting with locating housing, utilities, food, medical attention, accelerated outpatient appointments, and transportation, or accelerating access to a client case manager who will immediately begin working with the individual on these issues.
- 4) Provide emergency intervention and support services to persons experiencing severe psychiatric disturbances and without which may result in inpatient hospitalization.
- 5) Provide individual supportive therapy, and symptom management, both in office and community settings, ensuring immediate changes are made in the treatment plans as individual's needs change; educate and support individuals' families; and advocate for the rights and preferences of persons served.
- 6) Train, debrief, and provide supervision for recovery crisis counselors.
- 7) Use data to conduct ongoing needs assessment. Coordinate data collection activities and review data from submissions for accuracy.
- 8) Provide coordination and oversight of the crisis counselor's plans of service.
- 9) Provide immediate linkage to substance use and treatment services and case management services.
- 10) Provide ongoing assessment of individuals' mental illness symptoms and response to treatment. Make appropriate changes in treatment plans to ensure immediate and appropriate interventions are provided in response to changes in mental status or behavior, which put individuals at risk (e.g., suicidality).
- 11) Coordinate with outside inpatient mental health services and substance use providers to detoxify persons served and establish linkage to outpatient treatment, self-help programs (e.g., Alcoholics Anonymous, Narcotics Anonymous), outpatient services, and residential facilities
- 12) Provide emergency follow-up to persons experiencing acute symptomatology.

13) Complete clinical records and other documentation in accordance with Center policies and procedures, component-specific guidelines and guidelines or requirements of funding and accrediting agencies.

**OTHER ESSENTIAL FUNCTIONS:**

1. Travel required between 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.

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

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

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

**Copy received by:**

\_\_\_\_\_  
Employee

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

\_\_\_\_\_  
Supervisor

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