

LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION

DATE ESTABLISHED: 01/11/19
DATE AMENDED:

TITLE OF POSITION: Disaster Recovery Community Liaison

POSITION NUMBER: 37-11

PROGRAM: Bay Adult Services

SUMMARY: This position will operate within a disaster recovery declaration, providing community support and networking. This position will participate in community gatherings and rituals, partner with community groups and leaders to help restore resiliency, promote recovery, share resources and make referrals to other agencies. This position will also be a liaison with the managing entity and Department of Children and Families and other providers of recovery support such as Red Cross, FEMA, local governments and charitable organizations, as well as Faith Based Communities and long term recovery organizations.

MINIMUM REQUIREMENTS: Bachelor's Degree from an accredited university or college with a major in counseling, psychology, social work, or human services related discipline (a human services related discipline is one in which major course work includes the study of human behavior and development). Two years of experience preferred in working with community agencies who provide services, resources to the community, as well as experience with persons with behavioral health disorders and/or trauma is helpful. 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.) Completion of four hours of HIV/AIDS education (within 30 days of hiring) and two hours of HIV/AIDS information (biannually).

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

SUPERVISED BY: Disaster Recovery Project Manager

POSITIONS SUPERVISED: None

SALARY OR WAGE MINIMUM: \$41,600 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) Facilitates entry on behalf of Crisis Counseling Program (CCP) into local communities and works with community organizations.
- 2) Act as cultural broker and as liaison between CCP and a cultural group specific to the affected area of the disaster.
- 3) Provides intensive resource linkage for survivors struggling to access disaster relief assistance.
- 4) Networks with community resources to identify referral mechanisms.
- 5) Provides training to crisis counselors and other service personnel regarding referral resources and mechanisms.
- 6) Establishes and maintains cooperative relationships with representatives of business, community, media, public interest and school groups.
- 7) Works with LMC Communications personnel to coordinate design for internal and external CCP publications, the media, the internet, social media, marketing, and others.
- 8) Assists in the coordination of events, activities, and branding related to the promotion of the CCP.
- 9) Serves as media liaison for general and routine media inquiries and promotions in conjunction with project leadership.
- 10) Complete documentation in accordance with Center policies and procedures, component-specific guidelines and requirements of funding and accrediting agencies.
- 11) Travel between multiple locations is mandatory.

Physical and Other Requirements: Must be able to hear conversational speech, visually observe for safety and communicate effectively with community and co-workers.

¹ 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 type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input 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 type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<input type="checkbox"/> Minimal	<input checked="" 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:

_____ **Date** _____
Employee

_____ **Date** _____
Supervisor