

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

JOB CODE: 23-12

DATE ESTABLISHED: 4/28/2020

TITLE OF POSITION: Project THRIVE Wraparound Facilitator

POSITION NUMBER: FS

PROGRAM: Family Services

COMPONENT: Family Services; Project THRIVE

MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED: Minimum of a baccalaureate degree from an accredited university, with major course work in the areas of psychology, social work, health education or a related human services field and a minimum of three years of full time or equivalent experience working with children who have serious emotional disturbance, or a minimum of a baccalaureate degree from an accredited university and at least three years full-time or equivalent experience in working with children who have a serious emotional disturbance. 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 Substance Abuse and Mental Health (Florida Department of Children and Families) ADM approved case management training (within six months of hiring).

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

SUPERVISOR: Wraparound Component Director

POSITIONS SUPERVISED: None

WAGE AND HOUR STATUS: Exempt: _____ (Professional)
Non-exempt: XXX

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. Develop a comprehensive plan to implement timely identification, treatment and recovery support of individuals impacted by Hurricane Michael and subsequent evidence-based responses such as mental health and substance abuse treatment services, crisis counseling and more.

2. Complete service plans and reviews that address both youth and family factors. Assist with the implementation of the service plan with emphasis on helping family members achieve autonomy in meeting youth and family needs.
3. Respond immediately on-site if a school-aged youth exhibits behavioral signs warranting the need for clinical attention.
4. Assist families with establishing a natural support system that provides ongoing support during and post program participation.
5. Facilitate service access and provide linkage and coordination. Provide coordinated referral, services, and follow-up to school-aged youth and their families for evidence-based school and community-based mental health practices and services.
6. Provide workforce development training to local businesses to increase the ability of individuals in the community to recognize the signs and symptoms of mental illness and substance abuse in students impacted by Hurricane Michael and link them to appropriate services.
7. Establish relationships with local businesses, families and community groups to broaden and link all community resources available to students and their families impacted by Hurricane Michael.
8. Provide direct treatment services in schools and promote greater use of existing tele-health technologies.
9. Monitor service delivery, provide continuing assessment of youth/family needs and update service plans as needs evolve.
10. With other team members, provide support and education to family members to help them become knowledgeable about mental illness, collaborate in the treatment process, and assist in their family member's progress.
11. Participate in the development of the comprehensive treatment plan for each person served at treatment planning meetings.
12. Regularly attend organizational staff meetings to assess client status and progress, to coordinate treatment activities, and to develop treatment solutions to problems other staff members are having.
13. Participate in staff training regarding skill development basic to the treatment of youth with Severe Emotional Disturbance and young adults with Severe and Persistent Mental Illness.

OTHER ESSENTIAL FUNCTIONS:

1. Travel required between clinics and other sites including homes, schools and community locations where clients are served.

2. Maintain after hours availability as required by the needs of the clients and as directed by the Team Leader.
3. Help families develop a pro-social narrative as part of the strengths, needs and culture discovery.
4. Help families understand developmental readiness and use teachable moments to surface issues that are important to helping them reach their long range vision.
5. Teach and support families with learning how to develop their own plans and access their own resources.
6. Work with families to build and strengthen their natural support network.
7. Help families address and work through challenges with making life changes.
8. Work with collateral agencies and community services to integrate with natural supports.
9. Conduct wraparound sessions that set goals, develop plans and implements them.
10. Triage incoming referrals and assist eligible families connect with services when services are pending (Waiting List).

Physical & Other Requirements:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>
Sitting	<input type="checkbox"/> Minimal Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>
Driving vehicles	<input type="checkbox"/> Minimal Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>
Lifting and/or Carrying	<input checked="" type="checkbox"/> Minimal Frequent	<input type="checkbox"/> Moderate	<input type="checkbox"/>
Bending and/or Stooping	<input type="checkbox"/> Minimal Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal Frequent	<input type="checkbox"/> Moderate	<input type="checkbox"/>
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>
Other (lift above waist/reaching etc., please explain) N/A	<input type="checkbox"/> Minimal Frequent	<input type="checkbox"/> Moderate	<input type="checkbox"/>

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. 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 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"/>

Copy received by:

Date: _____

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