

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

**DATE ESTABLISHED** 11/28/2017  
**DATE AMENDED** 06/22/2021

**TITLE OF POSITION:** Family Interventionist / Safety Support Services Interventionist

**POSITION NUMBER:** 22-05

**PROGRAM:** Community-Based Care (Bay, Gulf) - Family Empowerment

**SUMMARY:** Energetic and compassionate human services professional to bring hope, encouragement counseling and social work services to families in order to keep children safe and help parents provide a stable and nurturing home.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED:** Bachelor's degree in a human services related discipline and at least two years of experience with families working on issues related to abuse, neglect, substance abuse and domestic violence. Certification/training in the areas of substance abuse, mental health or domestic violence is preferred. A Master's degree may substitute for 1 year of experience.

Completion of Cardiopulmonary Resuscitation and Basic First Aid and contract required training (within 90 days of hiring).

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:** Family Empowerment Component Director

**POSITIONS SUPERVISED:** None

**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.)

1. Complete screenings.

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

2. Perform away-from-Center screening activities.
3. Communicate with other parties in the system of care with professional effectiveness.
4. Perform client related documentation in accordance with Center policies and procedures, component specific guidelines, Medicaid requirements and contract provisions as applicable.
5. Perform data collection as specified by contract.
6. Refer for needed client services as indicated.
7. Initiate and participate in activities for staff, program and Center development.

**OTHER ESSENTIAL FUNCTIONS:**

1. Travel between multiple work sites.
2. Travel in multi-county service region.
3. Deliver client services on a flexible basis that includes evening and weekend availability.
4. Provide formal support in the home as set forth in the Safety Plan.
5. Monitor and respond as needed to child risk status for abuse/neglect.
6. Identify client's unmet needs and link with community resources.
7. Transport clients when other means of transportation for essential activities is not available.
8. Assist with child supervision when necessary and other resources are not available.
9. Obtain and forward for data entry all information necessary for case openings.

**Physical Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Driving vehicles	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" 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 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 type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other: Must be able to provide adequate child care when necessary (lifting and carrying child/engage in physical activities).	<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 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: \_\_\_\_\_