

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

DATE ESTABLISHED: 08/01/2014

DATE REVISED: 09/30/2014

DATE REVIEWED: 08/24/2021

DATE APPROVED: 09/30/2014

**TITLE OF POSITION:** EPIC Individual Resiliency Trainer

**POSITION NUMBER:** MH-50

**PROGRAM:** Bay

**COMPONENT:** Early Psychosis Intervention and Care

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:**

Master'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*). \*\*Prefer individuals with at least two years' experience working with adults or children who have mental health, substance abuse, and/or co-occurring disorders or developmental disabilities.

Ability to provide individualized, substance use, and co-occurring services to meet the needs of individuals served and their families. All employees are required to have basic computer skills. Possess a valid Florida Driver's license and be insurable under LMC's automobile plan. Requires travel locally to clients' homes, training locations, and other locations as necessary. Ability to provide transportation of clients in personal vehicle and acquire minimum insurance coverage needed

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

**SUPERVISOR:** EPIC Team Leader

**POSITIONS SUPERVISED:** None

**WAGE AND HOUR STATUS:** Exempt

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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. Provide client with an appropriate orientation.
2. Collect and analyze data considering the client's age, developmental level, treatment readiness, stage of change, gender, and cultural background, and complete mental health and substance abuse history.

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

3. Assess for mental health, substance use, and co-occurring disorders.
4. Use clinical data to arrive at a clinically supported and valid DSM diagnosis.
5. Arrive at treatment recommendations and level of care decisions that are appropriate to diagnosis, client's level of functioning, and medical necessity criteria.
6. Complete FARS/CFARS/OMIs in an accurate and timely manner.
7. Develop individualized treatment plans (*TX Plan*) based on assessment, the client's assessed stage of change, and in consultation with the client, family, and or treatment team as appropriate.
8. Address diagnosed mental health, substance use, and co-occurring disorders in the treatment plan.
9. Include the following elements in treatment plans and treatment plan reviews (*TPR*): diagnosis (*updated as needed*), SNAP (*updated as needed*), discharge criteria, and all services provided.
10. Create goals that use consumer's own words, are based on consumer's needs, and that have measurable objectives.
11. Assess treatment and recovery progress, and, in consultation with the client and significant others; make appropriate changes to the treatment plan to ensure progress toward treatment goals. (FTPR, progress notes, changes to treatment plan as indicated by client change)
12. Monitor and document progress of the client in relation to treatment goals and objectives.
13. Complete treatment plans and treatment plan reviews within established timeline. (*Initial TX plan at intake or at least within 30 days; TPR at least every 6 months or as clinically indicated up to every 90 days; TANF and Substance abuse TPRs every 30 days*)
14. Obtain, track, and update authorizations for services as needed. (example: TBOS, Psychosocial Rehab, etc.).
15. Provide individualized treatment services based on the treatment plan.
16. Provide integrated treatment to individuals assessed as having co-occurring disorders.
17. Provide services based on strengths, needs, abilities, preferences, cultural identity, and language of the client.
18. Establish rapport with clients and families to foster engagement and develop a therapeutic process.
19. Involve family, social networks, and community systems in the treatment and recovery process as appropriate.
20. Adapt evidence-based practice to the individual needs of the client. (*EBPs include, but not limited to, IDDT Integrated Dual Diagnosis Treatment, Seeking Safety, TFCBT Trauma Focused Cognitive Behavioral Therapy, Motivational Interviewing*)
21. Conduct discharge planning with the client (and involved significant others when available and appropriate), and close client record in EHR.
22. Provide recovery-based services utilizing the NAVIGATE coordinated specialty care model.
23. Provide substance use, mental health, and individual resiliency training services to EPIC program participants
24. Understand and effectively use Motivational Enhancement skills to recognize and combat avolition while modeling and reinforcing responsible interpersonal and self-respecting behaviors.
25. Assess for risk and protective factors and provide services appropriate to identified risk and protective factors.
26. Recognize, respond to, high risk factors including suicidal and homicidal ideation.
27. Recognize, respond to, and defuses volatile or dangerous situations.

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28. Provide crisis intervention services as needed.
29. Seek supervision and consultation as needed in regard to client's safety management.
30. Recognize and manage transfer of care and other critical points in treatment (critical risk points include but are not limited to: initial contact; change or transfer of care; change in legal status; change in life events; change in mental status; change in physical condition; change to a less restrictive level of care; discharge from services).
31. Develop appropriate client Personal Safety Plan as needed.
32. Maintain agency and program standards for documentation and EHR, including completing documentation within 24 hours of service occurrence, completing documentation in an accurate and intelligible matter.
33. Adapt to changing requirements for service delivery, including showing flexibility in changing of schedule as needed, and being willing to take on additional responsibilities as requested.
34. Demonstrate initiative and self-reliance in the performance of job duties including using good judgement in bringing issues to the attention of supervisor without depending on continuous input or deferring decisions, work with cost consciousness, participate in opportunities for program and center development, and organize tasks, manage time well, and direct oneself.
35. Exhibit professional accountability by referring to and following Center policies and procedures, perform job tasks in a manner that does not result in audit or monitoring problems provide appropriate notices for absences and late arrivals, and is not chronically absent or late, and accurately reporting all hours worked on electronic time sheet by appropriate due date.
36. Maintain and enhance job skills by responding to opportunities and requirements for skill development, demonstrating openness to input on work issues from coworkers and supervisor, and provide peer consultation and training.
37. Maintain productivity set by program/organization, maintain a work-focused atmosphere, share techniques for increasing productivity, perform duties in a manner that expedites the work of other staff, and manage time, adhere to deadlines, and prioritize tasks.
38. Comply with LMC safety policies and procedures, including reporting potential safety hazards on company property or in business execution, obtain and give consultation in manners related to safety/risk management, use good judgement in matters of safety and liability for which there is no prescribed procedure, and complete and submit incident reports according to written guidelines and procedures.
39. Exhibit professionalism and ethics, including observing Center and professional standards for ethical conduct, use center resources for intended purposes, respect the property and rights of coworkers, and submit accurate documentation for work done and reimbursement requested.
40. Protect client and co-worker confidentiality by following established federal, state, and LMC guidelines on confidentiality, accessing and sharing records only where the "need to know" exists, and having conversations with privacy in mind (phone conversations conducted with discretion, information not discussed in public areas).
41. Work effectively with Center staff, clients, and business associates regardless of race, color, religion, gender, age, citizenship, marital status, disability, or national origin by communicating effectively with others using the spoken word, appreciate and be sensitive to the feelings of others, demonstrate tact, courtesy, and helpfulness in relating to others, coordinate and communicate effectively with others, respond to problems and conflicts with solution focused thinking.

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42. Demonstrate sensitivity to persons of varying backgrounds and needs by attending to client needs in a timely manner, speak of and to clients with dignity and respect, be attuned to the presence of Trauma indicators, and project safety and trust in relating.

**Physical & Other Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Minimal Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>
<input checked="" type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal Frequent	<input type="checkbox"/> Moderate	<input type="checkbox"/>
Lifting and/or Carrying	<input type="checkbox"/> Minimal Frequent	<input checked="" 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) Filing charts	<input checked="" 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.

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 checked="" type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Copy received by:**

\_\_\_\_\_ **Date** \_\_\_\_\_

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