

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

DATE ESTABLISHED: 07/23/2004

DATE AMENDED: 01/05/2023

TITLE OF POSITION: FACT Team Leader

POSITION NUMBER: 39-23

PROGRAM: Bay

COMPONENT: Florida Assertive Community Treatment Team

MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED: Master's Degree in psychology, social work, psychiatric rehabilitation, or related human services discipline. Active license 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, F.S. required. In addition, at least three years of experience in behavioral healthcare and knowledge of FACT model are required.

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

SUPERVISOR: Adult Outpatient Services Program Director

POSITIONS SUPERVISED: FACT Program Assistant, all FACT Team members and work in conjunction with FACT Psychiatrist and APRN assigned to the team.

SALARY MINIMUM: Dependent upon degree and experience.

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

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. In collaboration with the FACT psychiatrist, supervise and evaluate the multidisciplinary team to ensure service excellence and courteous, helpful, and respectful services to program clients.
2. Function as a practicing clinician on the FACT team.
3. Direct the day-to-day clinical operations of the FACT team including scheduling staff work hours to assure appropriate coverage for day, evening, weekend, and holiday shifts and on-call hours; lead the daily organizational staff meetings and treatment planning meetings;

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

continuously evaluate the status of clients and provide appropriate planning and coordination of treatment activities to ensure immediate attention to the changing needs of persons served.

4. Direct and coordinate the client admission process, and treatment, rehabilitation, and support services of the program in coordination with the Psychiatrist/APRN. Schedule the admission interview; develop and coordinate the initial assessment and initial treatment plan; assign the most appropriate staff to the individual treatment team (ITT); and provide clinical supervision of the development of the comprehensive assessment and the treatment plan for each client.
5. Direct and coordinate, for each person served, the client-centered comprehensive assessment of psychiatric history (e.g., onset, course and effect of illness, past treatment and responses, and risk behaviors), mental status, and diagnosis; physical health and dental health; use of drugs or alcohol; education and employment; social development and functioning; activities of daily living (e.g., self-care, living situation, nutrition, money management); and family structure and relationships.
6. Participate in staff recruitment, interviewing, hiring, work assignments, and orientation and performance supervision according to work rules, regulations, and Center policies; and develop and implement staff orientation and training.
7. Maintain appropriate FACT program headquarters with suitable furniture, office equipment, and telephone/cell phone lines, directly or by delegation.
8. Develop and administer the FACT program budget including line items to purchase necessary furniture, equipment, communication devices (e.g., telephones, cellular phones), and supplies to cover travel and transportation (e.g., purchase or lease program cars, or cover mileage and insurance for use of personal staff vehicles or both).
9. Supervise medical records management assuring maintenance of the medical record in compliance with Center policies and Department of Children and Families' contract requirements; train staff on medical record requirements; regularly review client assessments, treatment plans, and progress notes written by the staff and supervise individual staff for medical records mastery.
10. Carry out and document quality assurance activities and reviews of use of program services.
11. Develop and maintain program policies and procedures and revise as necessary.
12. Initiate and maintain relationships, in coordination with other LMC staff, with law-enforcement and other human services agencies, and with informal community resources (e.g., landlords, employers).
13. Conduct clinical assessments and provide direct clinical treatment, rehabilitation, and support services to clients.
14. Perform on-call duty for crisis intervention and for staff supervision and consultation.
15. Train staff in the knowledge and skills basic to the treatment of persons with severe and persistent mental illnesses and substance use concerns.

16. Direct and collaborate with the LPN's and RNs to develop, revise, maintain, and supervise team psychopharmacologic and medical treatment and medication policies and procedures. Collaborate with the LMC pharmacist and other local pharmacists to ensure client access to medications.
17. Develop and administer the FACT Enhancement fund budget and supervise all ordering, purchasing, and documentation of all fund transactions.

OTHER ESSENTIAL FUNCTIONS:

1. Comply with requirements of Chapter 490 or 491, Florida Statutes, to maintain licensure.
2. Travel required between multiple service sites, to the homes or residences of persons served, and within the community.
3. Deliver after hour on-call coverage and staff consultation by phone and by face-to-face contact with clients.
4. Perform away-from-center intervention activities.

Physical & Other Requirements:

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

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

	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 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: _____