

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

DATE ESTABLISHED: 06/30/2022
DATE AMENDED: 01/31/2023

TITLE OF POSITION: Forensic Multidisciplinary Team Leader

POSITION NUMBER:

PROGRAM: Bay

COMPONENT: Forensic Multidisciplinary 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. At least two years of experience in behavioral healthcare required and knowledge of the Forensic Multidisciplinary Team model preferred.

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 (biennially). Successful completion of Forensic Evaluator training (within twelve months of hiring). Successful completion of any necessary substance abuse or mental health trainings as determined by LMC.

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

SUPERVISOR: Forensic Component Director

POSITIONS SUPERVISED: Forensic Multidisciplinary Team Program Assistant; in conjunction with Forensic Multidisciplinary Team APRN, all Forensic Multidisciplinary Team members.

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 Forensic Multidisciplinary Team APRN, 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 and provider of direct services on the Forensic Multidisciplinary Team.

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

3. Direct the day-to-day clinical operations of the Forensic Multidisciplinary 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; continuously evaluate the status of clients and do appropriate planning and coordination of treatment activities to ensure immediate attention to their changing needs.
4. Direct and coordinate the client admission process and treatment, rehabilitation, and support services of the program in coordination with the 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 Forensic Multidisciplinary Team program headquarters with suitable furniture, office equipment, and telephone lines, directly or by delegation.
8. Develop and administer the Forensic Multidisciplinary Team program budget including line items to purchase necessary furniture, equipment, communication devices (e.g., telephones, cellular phones, beepers), and supplies and 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 staff, with law-enforcement, jail personnel, attorneys, judges, court personnel, 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 with criminal justice system involvement.
16. Collaborate with nurses and other medical staff to develop, revise, maintain, and supervise team psychopharmacologic and medical treatment and medication policies and procedures.
17. Develop and administer the Forensic Multidisciplinary Team purchase of services (POS) or “enhancement fund” budget and supervise all ordering, purchasing, and documentation of all fund transactions in conjunction with Forensic Component Director and Adult Services Program Director.

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, jail settings, Courts, attorney offices, and within the community.
3. Deliver after hour on-call coverage by phone and face-to-face contact.
4. Perform away-from-center intervention activities.

Physical & Other Requirements:

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