

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

DATE ESTABLISHED: 07/01/2016  
DATE REVISED: 08/06/2021

DATE REVIEWED: 08/06/2021  
DATE APPROVED: 08/06/2021

**TITLE OF POSITION:** Care Coordinator

**POSITION NUMBER:** 21-08

**PROGRAM:** Bay

**COMPONENT:** Early Psychosis Intervention and Care (EPIC)

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** Bachelor's degree in a behavioral science is required and one year of applicable experience preferred. Skills and competence to establish supportive trusting relationships with persons with severe and persistent mental illnesses and respect for client rights and personal preferences in treatment are essential. 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 four hours of HIV/AIDS education (within 30 days of hiring) and two hours of HIV/AIDS information (biannually).

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

Life Management Center relies heavily on technology to run its business; therefore, all employees are required to have basic computer skills. These basic skills will include knowledge of creating folders, saving and retrieving files, e-mail (Outlook), MS Office (Word and Excel), using web browsers such as Internet Explorer and/or Mozilla Firefox, along with operating a keyboard, mouse, and printer.

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.lmccares.org](http://www.lmccares.org)

**SUPERVISOR:** EPIC Team Leader

**POSITIONS SUPERVISED:** None

**WAGE AND HOUR STATUS:** Non-Exempt XX

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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. Support educational and vocational development.
2. Assist families with establishing a natural support system that provides ongoing support during and post program participation.
3. With other team members, provide support and psychoeducational information to family members to help them become knowledgeable about mental illness, collaborate in the treatment process, and assist in their family member's progress.
4. Participate in the development of the comprehensive treatment plan for each person served at treatment planning meetings using principles of Shared Decision-Making by which the team, consumer, and family negotiate and commit to a treatment plan.
5. Observe consumer and family functioning with special focus on behaviors that relate to the treatment plan goals and objective. Attend to signs of developing problems and promptly report to treatment team while also collaborating with the consumer's natural supports.
6. Regularly attend organizational staff meetings to assess client status and progress, to coordinate treatment activities, and to develop treatment solutions to problems other staffs are having.
7. Document progress of individuals to maintain a permanent record of client activity according to established methods and procedures.
8. Assist in the provision of symptom education to enable persons served to identify their mental illness symptoms while assisting the consumer to identify his/her particular strengths and resiliency as positive skills in his/her individual recovery.
9. Provide ongoing assessment, problem solving, side-by-side services, skill training, supervision (e.g., prompts, assignments, monitoring, encouragement), and environmental adaptations to assist persons served with activities of daily living.
10. Assess relationships with environmental supports including natural support system and family relationships.
11. Provide practical help and supports, advocacy, coordination, side-by-side individualized support, problem solving, direct assistance to help persons served obtain the necessities of daily living including medical and dental health care; legal and advocacy services; financial support such as entitlements (e.g., SSI, SSDI and veterans' benefits) or housing subsidies (e.g., HUD Section); supported housing (e.g., adult foster care, paid roommates, meals brought in for those who need it); money-management services (e.g., payeeships); and transportation.

## **OTHER ESSENTIAL FUNCTIONS:**

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

1. Travel required between multiple service sites, to the homes or residences of persons served, and within the community.
2. Perform away-from-Center intervention activities.
3. When no other alternatives are available, transport individuals in personal or Center vehicles.

**Physical & Other Requirements:**

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

Copy received by:

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Date: \_\_\_\_\_