

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

DATE ESTABLISHED: 10/01/2015  
DATE REVISED: 08/04/2021

DATE REVIEWED: 08/04/2021  
DATE APPROVED: 08/04/2021

**TITLE OF POSITION:** Family Intensive Treatment (FIT) Case Manager

**POSITION NUMBER:** 23-11

**PROGRAM:** Bay Child

**COMPONENT:** Family Intensive Treatment (FIT) Team

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** Minimum of a Bachelor's degree in counseling, social work, psychology, criminal justice, nursing, rehabilitation, special education, health education, or a related field which includes the study of human behavior and development; and a minimum of one year of experience working with adults with behavioral health needs and child welfare involvement; or a Bachelor's or Master's degree with a major in another field and a minimum of three years of experience working with adults with substance use disorders. 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 Substance and Mental Health (Florida Department of Children and Families) ADM approved case management training (within six months of hiring).

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

**SUPERVISOR:** FIT Team Leader

**POSITIONS SUPERVISED:** None

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

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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. Complete comprehensive assessment of individual and family strengths and needs. Include review of family and individual factors important to successful functioning.
2. Complete service plans and reviews that address family factors. Assist with the implementation of the service plan with emphasis on helping family members achieve autonomy in meeting needs.

3. Assist families with establishing a natural support system that provides ongoing support during and post program participation.
4. Facilitate service access and provide linkage and coordination including access to insurance exchanges and other resources. Monitor and update eligibility for insurances, coordinating with Managed Care Companies for any pre-authorizations.
5. Monitor service delivery, provide continuing assessment of needs and update service plans as needs evolve.
6. With other team members, provide support and education to family members to help them become knowledgeable about both substance use disorders and mental illness, collaborate in the treatment process, and assist in their family member's progress.
7. Participate in the development of the comprehensive treatment plan for each person served at treatment planning meetings.
8. 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.
9. Participate in staff training regarding skill development basic to the treatment of persons with substance use disorders and other family issues bringing the family into the Child Welfare system.

#### **OTHER ESSENTIAL FUNCTIONS:**

1. Travel required between clinics and other sites including homes, schools and community locations where clients are served.
2. Maintain after hours' availability as required by the needs of the clients and as directed by the Team Leader.

#### **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) N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking:  Yes  No

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

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.**  Yes  No

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"/>

Copy received by:

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

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