

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

**DATE ESTABLISHED: 11/30/09  
DATE AMENDED: 5/13/11**

**TITLE OF POSITION:** Adult Case Manager II

**POSITION NUMBER:** 23-06

**PROGRAM:** Adult Case Management Services

**SUMMARY:** Supports individuals with behavioral health disorders and their families by assisting with community integration and providing assessment, planning, linking and monitoring services

**MINIMUM REQUIREMENTS:** Minimum of a baccalaureate degree from an accredited university, with major course work in the areas of psychology, social work, health education or a related human services field and a minimum of one year of full time or equivalent experience working with adults who have severe and persistent mental illness, or a minimum of a baccalaureate degree from an accredited university and at least three years full-time or equivalent experience in working with adults who have severe and persistent mental illness.

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) AHCA approved case management training (within three months of hiring).

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

Fully competent as measured by:

- Achievement of productivity equal to 1252 hours annually for one full quarter (313 hours)
- Demonstration of full compliance with quality assurance documentation standards

*Continuing eligibility for case manager 2 job classifications is contingent upon sustained performance with competence measures.)*

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

**SUPERVISED BY:** Component Director

**POSITIONS SUPERVISED:** None

**SALARY OR WAGE MINIMUM:** \$25,588.00 starting; \$26,588.50 upon attaining productivity expectation (Expected time frame: 60 days)

**WAGE AND HOUR STATUS:** Exempt (Professional)

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES<sup>1</sup>:**

**ESSENTIAL FUNCTIONS:**

1. Complete thorough assessments of each recipient for whom services are provided.
2. Make home visits to complete each assessment.
3. Obtain collateral information from service providers both previous and current, including but not limited to inpatient, outpatient and medical records.
4. Complete service/treatment plans and reviews.
5. Assist eligible recipients with the implementation of the service plan to meet identified needs.
6. Link the recipient with specified services and resources identified in the service plan.
7. Coordinate service delivery for recipients.
8. Monitor service delivery to recipients.
9. Facilitate recipient's access to needed services.
10. Provide continued assessment of recipient's needs and resources to update service assessment and service plan as needed.
11. Provide client related documentation in accordance with Center policies and procedures, component specific guidelines, Medicaid and contract provisions as applicable.
12. Travel between multiple service sites.

**OTHER ESSENTIAL FUNCTIONS:**

1. Mentor case manager 1 staff.
2. Participate in quality review of case files
3. Conduct activities for program development.

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

**Physical Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input checked="" 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 type="checkbox"/> Minimal	<input checked="" 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) <b>N/A</b>	<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 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 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:**

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