

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

**DATE ESTABLISHED 12/05/2011
DATE AMENDED**

TITLE OF POSITION: Assessment Specialist

POSITION NUMBER: 30-04

PROGRAM: Access Center

SUMMARY: Caring and energetic professional to deliver outpatient assessment, treatment planning and counseling services. Time management and organizational skills that permit consistent achievement of productivity standards with quality service delivery.

Minimum Training, Credentials, and Experience Required: Active licensure as a Mental Health Counselor, Clinical Social Worker, or Marriage and Family Therapist under Chapter 491 Florida Statutes or a Psychologist under Chapter 490 Florida Statutes. Experience assessing and treating persons of all ages with mental health and substance related behavioral health disorders. Experience in crisis assessment and intervention preferred.

Successful completion of a course in emergency screening. This course shall at a minimum include 12 contact hours of training in emergency screening, mental status examination, crisis intervention, Baker Act admission criteria, and the DSM-IV. Successful completion of Techniques for Effective Aggression Management (TEAM) training and completion of Cardiopulmonary Resuscitation and basic First Aid.

Completion of additional training annually as mandated by FAC 65E-12 and FAC 65D-30.

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

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

Fully competent as measured by:

- Achievement of productivity equal to 1,080 hours annually for one full quarter (270 hours)
- Demonstration of full compliance with quality assurance documentation standards

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.

SUPERVISED BY: Access Center Component Director

POSITIONS SUPERVISED: None

SALARY OR WAGE MINIMUM: \$44,000

WAGES AND HOUR STATUS: Exempt (Professional)

DESCRIPTION OF DUTIES AND RESPONSIBILITIES¹:

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 evaluations, service/treatment plans and reviews, including emergency mental health evaluations.
2. Provide individual, family and group counseling.
3. Perform client related documentation in accordance with Center policies and procedures, component specific guidelines, Medicaid and other third party requirements and contract provisions, as applicable.
4. Provide clients or family members with information about behavioral health issues and about available services and programs.
5. Counsel family members to assist them in understanding, dealing with, and supporting clients.
6. Participate in case conferences and staff meetings.
7. Confer with family members or others close to clients to keep them informed of treatment planning and progress with the permission of the client if not a minor.
8. Coordinate client service with external and other internal providers, including facilitating inpatient treatment as needed.
9. Perform data collection as specified by contracts.
10. Refer for client services as indicated.
11. Initiate and participate in activities for staff, program and Center development.

OTHER ESSENTIAL FUNCTIONS:

1. Travel to multiple work sites.
2. Travel in multiple county areas.

POSITION QUALIFICATIONS

Competency Statement(s)

1. Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.

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

2. Autonomy - Ability to act with independence and show good judgment in seeking guidance from supervisory staff.
3. Communication, Oral - Ability to communicate effectively with others using the spoken word.
4. Person Centered Orientation - Ability to honor client, rights, dignity and independence and respond to client needs with a personalized approach
5. Diversity Orientation - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
6. Trauma Awareness- Attunement to the presence to trauma indicators and the ability to provide a safe treatment environment within which the client can exercise positive control
7. Empathy - Ability to appreciate and be sensitive to the feelings of others.
8. Tact - Ability to show consideration for and maintain good relations with others.
9. Ethics - Ability to demonstrate conduct conforming to a set of values and accepted standards.
10. Relationship Skills - Ability to effectively build relationships with customers and co-workers.
11. Self- Management Skills - Ability to organize and direct oneself.
12. Team Building - Ability to participate with others to achieve goals.

Physical Requirements:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" 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 checked="" type="checkbox"/> Minimal	<input 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) None identified	<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 15 pounds.

Ability to handle stressful situations: Minimal Moderate Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 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"/>

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