

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

**DATE ESTABLISHED:** 03/30/07

**DATE AMENDED:** 04/14/2016

**TITLE OF POSITION:** Therapeutic Foster Family Specialist

**POSITION NUMBER:** 29-06

**PROGRAM:** Bay County Children's Services

**MINIMUM REQUIREMENTS:** A master's degree in the field of counseling, social work, psychology, rehabilitation, special education, or a human services field, a minimum of two years of full-time experience working directly with children and families who are victims of physical abuse, neglect; or, youth who are emotionally disturbed who have been adjudicated, and a minimum of 30 hours of documented training, 15 of which must be dedicated to relevant child and family treatment issues, within the last two years OR a license in a mental health discipline pursuant to Florida Statutes 490 or 491 and two years of direct experience working with children and families who are victims of physical abuse, sexual abuse, or neglect; emotionally disturbed; or delinquent. Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within 90 days of hiring). Compliance with minimum standards for screening of mental health professionals as contained in FS 394.4572. (See LMC Policy 3716, Attachment B.)

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, Therapeutic Foster Home Services

**POSOTIONS SUPERVISED:** None

**SALARY OR WAGE MINIMUM:** \$125 per week per level 1 child  
\$175 per week per level 2 child(Contract)

**WAGE AND HOUR STATUS:** EXEMPT

---

**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.)

---

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

1. Providing in-home therapy services to STFC children in Jackson County, Florida at least once a week for Level 1 children and at least twice a week for level 2 children.
2. Maintain adherence to clinical requirements and documentation for STFC children, including progress notes, monthly and/or quarterly treatment plan reviews for STFC children, intake documentation (assessment and initial treatment planning), and written updates on progress to be provided to the coordinator of the Multidisciplinary Team prior to MDT staffings.
3. Directly supervising and supporting the specialized therapeutic foster parents throughout the child's length of stay;
4. Evaluating and assessing children who are receiving services;
5. Providing in-service training to the therapeutic foster care parents, targeting skills needed to comply with treatment plan requirements;
6. Supervising the performance of the specialized therapeutic foster care parent(s);
7. Working with the Department of Children and Families, Big Bend Community Based Care, or Juvenile Justice counselor to coordinate other treatment initiatives, including school performance, permanency and reunification planning;
8. Preparing and training the child's biological or legal parents to resume care of their child when reunification is the goal;
9. Working with the child's targeted case manager if one has been assigned;
10. Conducting regularly scheduled face-to-face meetings with the specialized therapeutic foster parents in order to monitor the child's progress and discuss treatment strategies and services; and
11. Conducting monthly visits to other community settings to observe the child's behavioral, psychological, and psychosocial progress and to coordinate treatment intervention.
12. Initiate and participate in activities for staff, program and Center development.

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

1. Travel between multiple work sites.
2. Travel in multi-county service region.
3. Deliver after hour on-call crisis intervention by phone and face-to-face contact.

**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 checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" 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)	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking:

☒ Yes☐ No

Hearing:

☒ Yes☐ No

Reading Comprehension:

☒ Yes☐ NoRepetitive motion with hands, wrists, arms  
(e.g keyboard, typing, handwriting, etc.)☒ Yes☐ NoAbility 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 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"/>

\* Not Anticipated

**Copy received by:**

---

Date 

---