

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

**DATE ESTABLISHED:** 6/04/2016

**TITLE OF POSITION:** CAT Team Leader

**POSITION NUMBER:** 39-25

**PROGRAM:** Children's Services

**COMPONENT:** Community Action Team

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** Master's Degree in psychology, social work, or related human services discipline. Active license as a Mental Health Counselor, Clinical Social Worker, or Marriage and Family Therapist under Chapter 491, Florida Statutes, or as a psychologist under Chapter 490, F.S.; at least three years of experience working with children or adolescents with behavioral health needs. Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

**SUPERVISOR:** Chief Operations Officer, Children's Services

**POSITIONS SUPERVISED:** CAT team members

**SALARY MINIMUM:** \$55,000

**WAGE AND HOUR STATUS:** Exempt: XXX (Professional)  
Non-exempt:       

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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. Supervise and evaluate the multidisciplinary team to ensure service excellence and courteous, helpful, and respectful services to program clients and their families.
2. Participate in staff recruitment, interviewing, hiring, orientation, work assignments, and performance supervision according to work rules, regulations, and Center policies.
3. Participate in the development and administration of the CAT program budget including one time and recurring expense.
4. Maintain appropriate CAT program premises with suitable furniture, office equipment, internet access and telephone lines.

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

5. Train staff in the knowledge and skills basic to the treatment of children with Severe Emotional Disturbance and their families as well as severe and persistently mental ill young adults.
6. Direct the day-to-day clinical operations of the CAT team including scheduling staff work hours to assure appropriate coverage for day, evening, weekend, and holiday shifts and on-call hours. Lead the daily organizational staff meetings and treatment planning meetings.
7. Train staff on electronic record use and requirements. Assure that all documentation is completed within procedural guidelines and meets quality assurance standards. Carry out and document quality-assurance activities and reviews of program utilization.
8. Assure client eligibility; direct and coordinate client admission and treatment processes; assign most appropriate staff to each client's treatment team.
9. With team members, continuously evaluate the status of clients and oversee appropriate planning and coordination of service activities to ensure immediate attention to changing needs.
10. Initiate and maintain relationships, in coordination with other staff, with Child Welfare, Juvenile Justice, Law Enforcement and other human services agencies, and with informal community resources (e.g., landlords, employers).
11. Maintain afterhours availability, by phone and face-to face contact for staff supervision and consultation and back-up crisis intervention.
12. Supervise all ordering, purchasing, and documentation for flex fund transactions.
13. Assure that program operations meet contractual requirements including specified array of services.
14. Assure that admission and discharge criteria are met and that the expected client outcomes are achieved.
15. Develop and maintain program policies and procedures and revise as necessary.
16. Assume clinical duties as needed to assure a full client census and a staff to client ratio that allows for effective service delivery.

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

1. Comply with requirements of Chapter 490 or 491, Florida Statutes, to maintain licensure.
2. Perform away-from-center duties including travel required between multiple service sites, to the homes or residences of persons served, and within the community.

**Physical & Other Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input checked="" type="checkbox"/> 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

Hearing:

☒ Yes☐ No

Reading Comprehension:

☒ Yes☐ NoRepetitive motion with hands, wrists, arms  
(e.g keyboard, typing, handwriting, etc.)☒ Yes☐ No**Ability to lift and carry up to 10 pounds.**☒ Yes☐ NoAbility 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Copy received by:

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

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