

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

**DATE ESTABLISHED** 01/21/00  
**DATE AMENDED** 06/16/2016

**TITLE OF POSITION:** Family Associate — Family Empowerment

**POSITION NUMBER:** 20-5

**PROGRAM:** Children's Services (Bay, Gulf)

**COMPONENT:** Family Empowerment

**MINIMUM TRAINING AND EXPERIENCE REQUIRED:** High school graduate or equivalent. Minimum of two years experience in working with families with children. Documented experience in a volunteer capacity while working with families may be included in the two years of required experience.

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

**SUPERVISOR:** Family Preservation Component Director

**POSITIONS SUPERVISED:** None.

**SALARY MINIMUM:** \$24,000

**WAGE AND HOUR STATUS:** Non-exempt

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**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.)

1. Prepare required documentation and reports.
2. Schedule/attend/participate in case conferences.
3. Provide child care/respite when necessary.
4. Transport clients/children when necessary.
5. Work with team approach to service families.
6. Participate in contingency management of children's behavior and assist with providing parenting education/skills.

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

7. Identify client's unmet needs and link with community resources.
8. Assist with improving client's physical environment.
9. Deliver client services on a flexible basis that includes evening and weekend availability.
10. Deliver after-hours on-call crisis intervention by phone and face-to-face contact.
11. Monitor and respond as needed to child risk status for abuse/neglect.
12. Travel between multiple work sites.
13. Travel in multi-county service region (Bay/Gulf).
14. Obtain/input/forward data entry information necessary for case openings/closings/ assessments.
15. Prepare requisitions/maintain flex-fund log.
16. Maintain/purchase/store inventory used for clients.
17. Provide/model cleaning and organizational skills.

**Physical Demands:**

Must be capable of frequent and prolonged walking, standing, sitting, and kneeling. Must be able to lift household items, commodities, supplies, and other items necessary to client support. Must be able to board/exit vehicle frequently. Must be able to climb steps. Must have satisfactory vision and hearing to supervise and appropriately interact with clients. Must be able to provide adequate child care when necessary (lifting and carrying child/engage in physical activities).

**Physical & Other Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<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.)

☐

Ability to lift and carry up to            pounds.

Ability to handle stressful situations:        ☐ Minimal        ☐ Moderate        ☐ Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input 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 type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Not Anticipated

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