

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

DATE ESTABLISHED: 07/18/06
DATE AMENDED: 11/21/12

TITLE OF POSITION: FACT Licensed Practical Nurse

POSITION NUMBER: 24-03

PROGRAM: Bay

COMPONENT: Florida Assertive Community Treatment Team

MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED: Licensed as a Florida licensed practical nurse. At least one year of behavioral health nursing experience preferred. Skills and competence to establish supportive trusting relationships with adults with severe and persistent mental illnesses and respect for client rights and personal preferences in treatment are essential. Must have a valid Florida driver's license and meet all Center requirements for vehicle operations and transportation of clients in Center and non-Center vehicles.

Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring). Completion of four hours of HIV/AIDS education (within 30 days of hiring) and two hours of HIV/AIDS information (biannually). Successful completion of CPI (Crisis Prevention Institute) training (within six months of hiring).

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

SUPERVISOR: FACT Team Leader

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$16.50 per hour. \$2.35 per hour for on-call duty and \$66.30 per on-call face-to-face contact.

WAGE AND HOUR STATUS: Non-exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES: ¹

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Provide service coordination (case management) for FACT persons served including coordinating and monitoring the activities of the individual treatment team (ITT); assume primary responsibility for developing, writing, implementing, evaluating, and revising overall treatment goals and plans in collaboration with the person served and the ITT, providing individual supportive therapy and symptom management, ensuring immediate changes are

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

made in the treatment plans as clients' needs change; educate and support families of persons served; and advocate for individuals' rights and preferences.

2. Participate in and conduct parts of the person-centered comprehensive assessment of psychiatric history (e.g., onset, course and effect of illness, past treatment and responses, and risk behaviors), mental status, and diagnosis; physical and dental health; use of drugs or alcohol; education and employment; social development and functioning; activities of daily living (e.g., self-care, living situation, nutrition, money management); and family structure and relationships.
3. Consult with community agencies and families to maintain coordination in the treatment process.
4. Perform shift management in coordination with other FACT shift managers according to established policies and procedures.
5. Provide after hour on-call crisis intervention covering nighttime hours and serve as backup to evening and weekend staff.
6. Document progress of persons served to maintain a permanent record of client activity according to established methods and procedures.
7. Participate in daily staff organizational meetings and treatment planning review meetings.
8. Take the lead role or participate in providing medication administration and medical services. Orders by a physician or psychiatrist over the phone must be given to a registered nurse.
9. Under the direction of the team psychiatrist and in collaboration with other nurses on the team, develop, revise, maintain, and supervise team psychopharmacologic and medical treatment and medication policies and procedures including transcribing, administering, evaluating, and recording psychotropic medications prescribed by the team psychiatrist; evaluate and chart psychotropic medication effectiveness, complications, and side effects; and arrange for required lab work according to protocol.
10. Under the direction of the team psychiatrist and in collaboration with other nurses on the team, organize and manage the system of getting medication to individuals and integrating medication administration tightly into clients' individual treatment plans.
11. Under the direction of the team psychiatrist and in collaboration with other nurses on the team, manage pharmaceuticals and medical supplies.
12. In collaboration with the team psychiatrist, coordinate, schedule, and administer medical assessments of individual's physical health, making appropriate referrals to community physicians for further assessment and treatment, and coordinate psychiatric treatment with medical treatment.
13. Provide ongoing assessment of individual's mental illness and response to treatment. Make appropriate changes in treatment plans to ensure immediate and appropriate interventions

are provided in response to changes in mental status or behavior, which put individuals at risk (e.g., suicidality).

14. Provide symptom education to enable persons served to identify their mental illness symptoms.
15. Conduct direct clinical services to persons on an individual, group, and family basis in the office and in community settings to teach behavioral symptom-management techniques in order to alleviate and manage symptoms not otherwise reduced by medication, and to promote personal growth and development by assisting individuals to adapt to and cope with internal and external stressors.
16. Deliver individual and group treatment in the office and in community settings in a stage-based treatment model that is non-confrontational, considers interactions of mental illness and substance abuse, and has client-determined goals.
17. Coordinate with outside inpatient services to detoxify persons served and establish linkage to self-help programs (e.g., Alcoholics Anonymous, Narcotics Anonymous), outpatient services, and residential facilities.
18. Participate in providing rehabilitation services.
19. Provide individual vocational-supportive counseling to enable individuals to identify vocational strengths and problems, establish vocational or career goals and plans to reach them, and recognize and target symptoms of mental illness that interfere with work.
20. Plan and provide work-related supportive services, such as assistance with grooming and personal hygiene, securing of appropriate clothing, wake-up calls, and transportation.
21. Teach job-seeking skills.
22. Develop individualized jobs based on the needs, abilities, and interests of persons served.
23. Conduct on-the-job performance assessments and evaluations, regular work review sessions with clients and their employers, on-the-job support, and crisis-assistance contacts.
24. Perform job coaching, problem solving, and support on and off the job site.
25. Coordinate with state vocational rehabilitation and other employment services.
26. Provide benefits counseling (e.g., Supplemental Security Income [SSI], veterans' benefits).
27. Provide ongoing assessment, problem solving, side-by-side services, skill training, supervision (e.g., prompts, assignments, monitoring, encouragement), and environmental adaptations to assist persons with activities of daily living.
28. Assist individuals in finding and maintaining a safe and affordable place to live – apartment hunting, finding a roommate, landlord negotiations, cleaning, furnishing and decorating, and procuring necessities (e.g., telephone, furnishings, linens, etc.).

29. Assist and support individuals in carrying out personal hygiene and grooming tasks.
30. Provide nutrition education and assistance with meal planning, grocery shopping, and food preparation.
31. Assist and support persons in performing household activities including house cleaning and laundry.
32. Ensure that individuals have adequate financial support (e.g., help to gain employment or apply for entitlements).
33. Teach money-management skills (e.g., budgeting and bill paying) and assist individuals in accessing financial services (e.g., professional financial counseling, emergency loan sources).
34. Help individuals to access reliable transportation (e.g., obtain a driver's license and car, arrange for cabs, access public transportation, find rides).
35. Assist and support persons served in having and effectively using a personal primary care physician, dentist, and other medical specialists as required.
36. Provide individual supportive therapy (e.g., problem solving, role-playing, modeling and support), social-skill development, and assertiveness training to increase client social and interpersonal activities in community settings.
37. Plan, structure, and prompt social and leisure-time activities on evenings, weekends, and holidays.
38. Provide side-by-side support and coaching to help individuals socialize (e.g., going with a client to a basketball game, coaching and supporting an individual before he or she goes to a family reunion).
39. Organize and lead individual and group social and recreational activities to structure clients' time, increase social experience, and provide opportunities to practice social skills and receive feedback and support.
40. Provide practical help and supports, advocacy, coordination, side-by-side individualized support, problem solving, direct assistance, training, and supervision to help persons served obtain the necessities of daily living including medical and dental health care; legal and advocacy services; financial support such as entitlements (e.g., SSI, Social Security Disability Insurance [SSDI], and veterans' benefits) or housing subsidies (e.g., HUD Section 8); supported housing (e.g., adult foster care; paid roommates, meals brought in for those who need it); money management services (e.g., payeeships); and transportation.

OTHER ESSENTIAL FUNCTIONS:

1. Must be available to be scheduled for duty each work week day (Sunday-Saturday).
2. Comply with requirements of Florida Department of Health to maintain licensure.

3. Travel required between multiple service sites, to the homes or residences of persons served, and within the community.
4. Deliver after hour on-call coverage by phone and by face-to-face contact.
5. Perform away-from-center intervention activities.
6. When no other alternatives are available, transport individuals in personal or Center vehicles.
7. Orders by a physician or psychiatrist over the phone must be given to a registered nurse.

Physical & Other Requirements:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
x Sitting	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
X 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 type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" 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 type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" 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 **20** 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Date: _____