

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

**DATE ESTABLISHED:** 7/04/2016

**TITLE OF POSITION:** Children's Community Action Team (CAT) Case Manager

**POSITION NUMBER:** 23-08

**PROGRAM:** Bay Child

**COMPONENT:** Children's Community Action Team

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** Minimum of a baccalaureate degree from an accredited university, with major course work in the areas of psychology, social work, health education or a related human services field and a minimum of one year of full time or equivalent experience working with children who have serious emotional disturbance, or a minimum of a baccalaureate degree from an accredited university and at least three years full-time or equivalent experience in working with children who have serious emotional disturbance. 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 Substance and Mental Health (Florida Department of Children and Families) ADM approved case management training (within six months of hiring).

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

**SUPERVISOR:** CAT Team Leader

**POSITIONS SUPERVISED:** None

**SALARY MINIMUM:** \$32,000; \$2.35 per hour for on-call duty and \$66.30 per on call face-to-face contact.

**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. Complete comprehensive assessment of individual youth strengths and needs. Include review of family factors important to successful youth functioning.

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

2. Complete service plans and reviews that address both youth and family factors. Assist with the implementation of the service plan with emphasis on helping family members achieve autonomy in meeting youth and family needs.
3. Assist families with establishing a natural support system that provides ongoing support during and post program participation.
4. Facilitate service access and provide linkage and coordination.
5. Monitor service delivery, provide continuing assessment of youth/family needs and update service plans as needs evolve.
6. With other team members, provide support and education to family members to help them become knowledgeable about mental illness, collaborate in the treatment process, and assist in their family member's progress.
7. Participate in the development of the comprehensive treatment plan for each person served at treatment planning meetings.
8. Regularly attend organizational staff meetings to assess client status and progress, to coordinate treatment activities, and to develop treatment solutions to problems other staffs are having.
9. Participate in staff training regarding skill development basic to the treatment of youth with Severe Emotional Disturbance and young adults with Severe and Persistent Mental Illness.

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

1. Travel required between clinics and other sites including homes, schools and community locations where clients are served.
2. Maintain after hours availability as required by the needs of the clients and as directed by the Team Leader.

#### **Physical & Other Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Sitting	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input 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 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 ☐ No  
 Repetitive motion with hands, wrists, arms  
 (e.g keyboard, typing, handwriting, etc.) ☒ Yes ☐ No  
**Ability to lift and carry up to 10 pounds.** ☒ Yes ☐ No

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"/>

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