

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

**DATE ESTABLISHED:** 10/12/99  
**DATE AMENDED:** 8/26/15

**TITLE OF POSITION:** Component Director II (Master's Level)

**POSITION NUMBER:** 39-14

**PROGRAM:** Adult Services - Bay

**COMPONENT:** Bay County Adult Services

**MINIMUM TRAINING AND EXPERIENCE REQUIRED:** Master's degree in psychology, social work or human services related discipline and at least two years' experience in behavioral health. Active license as a Mental Health Counselor, Clinical Social Worker, or Marriage and Family Therapist under Chapter 491 Florida Statutes, as a Psychologist under Chapter 490 Florida Statutes, or Registered Nurse with 3 years supervisory experience preferred.

Life Management Center relies heavily on technology to run its business; therefore, all employees are required to have basic computer skills. These basic skills will include knowledge of creating folders, saving and retrieving files, e-mail (Outlook), MS Office (Word and Excel), using web browsers such as Internet Explorer and/or Mozilla Firefox, along with operating a keyboard, mouse, and printer.

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

Within six months of hiring, successful completion of Cardiopulmonary Resuscitation and Basic First Aid certifications.

**SUPERVISOR:** COO Adult Services

**POSITIONS SUPERVISED:** Master's Level Counselors, OP Nurses, Mental Health Technicians

**SALARY MINIMUM:** \$38,000

**WAGE AND HOUR STATUS:** Exempt: xx (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. Provide supervision and oversight for multiple programs within adult outpatient services.
2. Supervise staff of more than three persons.
3. Assure staff compliance with all applicable training requirements.
4. Perform/monitor consumer satisfaction surveys.
5. Assure that clients meet eligibility requirements for the intended service and that, if required, client certifications are performed within the indicated time frames and documented in the client chart.
6. Evaluate staff performance; identify, document and develop corrective action plans for personnel performance problems.
7. Monitor budget.
8. Assure staff compliance with Life Management Center's policies and procedures.
9. Assure full compliance with all applicable performance standards from external sources including contracts and third party requirements.
10. Assure that all staff is responsive to client needs and that regular reviews of progress and service plans are conducted.
11. Monitor direct service time and issue timely, regular reports to staff and Program Director.
12. Prepare required reports.
13. Assure that staff vacancies or absences do not interrupt client service delivery.
14. Initiate and participate in activities for staff, program and Center development.

**OTHER ESSENTIAL FUNCTIONS:**

1. Travel between multiple work sites and client homes.
2. Deliver client services.
3. Maintain group home eligibility for licensure.
4. Coordinate case finding efforts to assure a steady flow of appropriate referrals.

**Physical and 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 type="checkbox"/> Moderate	<input checked="" 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 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 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 15 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Copy received by:

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