

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

DATE ESTABLISHED: 10/12/99
DATE AMENDED: 04/20/2018

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

POSITION NUMBER: 39

PROGRAM: Bay Adult OP, Adult Case Management

COMPONENT:

MINIMUM TRAINING AND EXPERIENCE REQUIRED: Master's degree in psychology, social work or human services related discipline and at least two to three years experience in behavioral health. Compliance with minimum standards for screening of mental health personnel as contained in F.S 394.4572.

SUPERVISOR: COO AS

POSITIONS SUPERVISED:

SALARY MINIMUM: \$40,000; \$1,500 stipend for professional license under F.S. 490 or F.S. 491

WAGE AND HOUR STATUS: Exempt: X (Professional)

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 staff of more than three persons.
2. Assure staff compliance with all applicable training requirements.
3. Perform/monitor consumer satisfaction surveys.
4. 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.

5. Evaluate staff performance. Identify, document and develop corrective action plans for personnel performance problems.
6. Monitor budget.
7. Assure staff compliance with Life Management Center's policies and procedures.
8. Assure full compliance with all applicable performance standards from external sources including contracts and third party requirements.
9. Assure that all staff is responsive to client needs and that regular reviews of progress and service plans are conducted.
10. Monitor direct service time and issue timely, regular reports to staff and Program Director.
11. Prepare required reports.
12. Assure that staff vacancies or absences do not interrupt client service delivery.
13. Initiate and participate in activities for staff, program and Center development.

OTHER ESSENTIAL FUNCTIONS:

1. Provide transportation of patients as needed.
2. Maintain eligibility to drive Center vehicles.
3. Coordinate and attend weekly supervision and staff meetings.
4. Coordinate client service with other providers.
5. Provide follow-up and referral services.
6. Implement verbal and physical intervention techniques.
7. Complete staff training.

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 type="checkbox"/> Minimal	<input checked="" 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)	<input checked="" 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: Yes No

Ability 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. We reserve the right to assess the undue hardship that results from the provided accommodation and may need to rescind such reasonable accommodation if undue hardship results.

Copy received by:

_____ Date: _____