

LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION

DATE ESTABLISHED: 02/15/2021

DATE REVISED: 02/21/2024

DATE REVIEWED: 02/29/2024

DATE APPROVED: 02/29/2024

TITLE OF POSITION: Component Director I Outpatient Services

POSITION NUMBER: 39-14

PROGRAM: Adult Services

COMPONENT: Outpatient (Bay County)

MINIMUM TRAINING AND EXPERIENCE REQUIRED: Master's degree in psychology, social work or related human services discipline and experience working with adults with a severe and persistent mental illness and/or a substance abuse problem. Florida licensed as a LCSW, LMFT, LMHC, or as a psychologist is preferred. Mental health supervisory experience is also preferred. Must be able to become a certified targeted mental health case management supervisor within twelve (12) months of hire. Current certification preferred. 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).

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

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at lmccares.org.

SUPERVISOR: Adult Services Program Director

POSITIONS SUPERVISED: Case managers, master level counselors and peer recovery specialist(s)

WAGE AND HOUR STATUS: Exempt (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 assigned staff.

2. Provide 50% direct clinical services to include assessments and counseling for adult clients, maintain appropriate levels of services and promote greater use of existing tele-health technologies.
3. Assure staff compliance with all applicable training requirements.
4. Monitor and maintain fidelity to evidence-based practices to deliver high quality services and supports.
5. Develop and use a referral system to implement timely identification, treatment and recovery support of individuals and subsequent evidence-based responses such as mental health and substance use treatment services, case management, peer services and more.
6. Assure that clients meet eligibility requirements for the intended service and that, if required, perform client certifications within the indicated time frames and document accordingly within the client record.
7. Create treatment plans and perform treatment plan reviews to ensure compliance to Medicaid standards. Perform reviews of treatment plan reviews that are performed by non-licensed staff.
8. Establish relationships within the system of care to broaden and link all community resources available to clients and their families.
9. Perform/monitor consumer satisfaction surveys.
10. Evaluate staff performance. Identify, document, and develop corrective action plans for personnel performance problems.
11. Monitor budget.
12. Participate in audits.
13. Assure staff compliance with Life Management Center's policies and procedures.
14. Assure full compliance with all applicable performance standards from external sources including contracts and third party requirements.
15. Assure that all staff is responsive to client needs and that regular reviews of progress and service plans are conducted.
16. Monitor direct service time and issue timely, regular reports to staff and program director.
17. Prepare required reports.
18. Track unit service delivery.
19. Assure that staff vacancies or absences do not interrupt client service delivery.

21. Other duties as assigned.

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>
Sitting	<input type="checkbox"/> Minimal Frequent	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/>
Driving vehicles	<input type="checkbox"/> Minimal Frequent	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/>
Lifting and/or carrying	<input checked="" type="checkbox"/> Minimal Frequent	<input type="checkbox"/> Moderate	<input type="checkbox"/>
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal Frequent	<input type="checkbox"/> Moderate	<input type="checkbox"/>
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal Frequent	<input type="checkbox"/> Moderate	<input type="checkbox"/>
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>

Hearing: ☒ Yes ☐ No

Ability to lift and carry up to 15 pounds.

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

	Infrequent (2 to 3 times year or less)	Occasional (2 to 3 times Month)	Frequent (2 to 3 times/Week or more)	N/A
Travel Same Day		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Travel Overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Holidays/Weekends	<input checked="" 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"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Copy received by:

Employee

Date: _____