

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

DATE ESTABLISHED: 08/19/97
DATE LAST AMENDED: 01/26/24

TITLE OF POSITION: Program Director – Adult Outpatient Services

POSITION NUMBER: 41-2

PROGRAM: Adult Outpatient Services - Bay/Gulf/Calhoun/Holmes/Washington/Jackson

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

Master's degree in behavioral health discipline. Five years of post-degree mental health services experience, one year of which must have been supervisory experience. Florida licensure as either a mental health professional under Florida Chapter 491 or as a psychologist under Chapter 491 preferred. Similar licensure from another State and the ability to attain Florida licensure within a reasonable timeframe, plus more than the required minimum experience may be considered.

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

SUPERVISOR: Chief Operating Officer

POSITIONS SUPERVISED: Adult Services Component Supervisors/Team Leaders, APRN's, and Office Managers

SALARY MINIMUM: Depending upon degree, licensure, and experience.

WAGE AND HOUR STATUS: Exempt (Executive)

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 the supervisor.

1. Ensure that the program operates in accordance with: (a) policies and procedures of the Life Management Center of Northwest Florida, Inc., (b) contract provisions, (c) legal rules and regulations, and (d) professional standards.

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

2. Serve as a member of the Senior Management Team, and effectively collaborate with the President & Chief Executive Officer, Chief Operating Officer, other Program Directors, the Chief Financial Officer, the Chief Human Resources Officer, and various staff throughout the Center to formulate and achieve the Center's objectives.
3. Plan operations of the program. Organize staff to subdivide the work of the program and assign responsibility and delegate authority as necessary to accomplish this work most effectively.
4. Supervise and develop program staff. Conduct training and skill development activities. Initiate coaching, hiring, firing, and personnel disciplinary processes as necessary.
5. Work with the Senior Management Staff and other supervisors to develop program budgets and achieve program fiscal objectives.
6. Respond to the behavioral health needs of persons in our community through the development of new services and programs and securement of new service contracts or grants.
7. Establish proper liaison with other agencies and community groups to further the objectives of the program and the Center.
8. Ensure that the program personnel have the training, work tools and processes needed to execute their duties.

Travel

1. Travel required between multiple service sites and counties.

PHYSICAL REQUIREMENTS

- Must be able to hear conversational speech, visually observe client behaviors for safety and communicate effectively with clients and co-workers.
- Vision requirements include close and distance vision.

Activity	Expectation			
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent	<input type="checkbox"/> None
Driving vehicles	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Lifting and/or carrying	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Bending and/or stooping	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
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☐ NoRepetitive 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 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 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"/>

* Not Anticipated

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. ADA Accommodations will be reviewed for persons with disabilities. We reserve the right to assess undue hardship that results from the provided accommodation and may need to rescind such reasonable accommodation if undue hardship results.

Copy received by:

Employee

DATE: _____

Supervisor

DATE: _____