

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

DATE ESTABLISHED: 08/19/97
DATE LAST AMENDED: 07/01/2024

TITLE OF POSITION: Program Director – Children Services

POSITION NUMBER: 41-1

PROGRAM: Family Services - Bay/Gulf/Calhoun/Holmes/Washington/Jackson Counties

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

Master's degree in a behavioral health discipline. Active license as a Mental Health Counselor, Clinical Social Worker, or Marriage and Family Therapist under Chapter 491 Florida Statutes, or as a Psychologist under Chapter 490 Florida Statutes. Five years of post-degree behavioral health services experience, one year of which must have been supervisory experience. 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 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 behavioral 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 www.lmccares.org

SUPERVISOR: Chief Operating Officer

POSITIONS SUPERVISED: Family Services Office Manager, Component Directors/Team Leaders, and Child APRN's for the following components: Children's Outpatient and Psychiatric Services, FFT Teams, Healthy Families, Community Action Teams, Family Crisis Care Coordination Services, , Specialized Therapeutic Foster Care, and Family Intensive Treatment team.

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

WAGE AND HOUR STATUS: Exempt

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 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.
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 most effectively subdivide the work of the program and assign responsibility and delegate authority as necessary to accomplish this work.
4. Supervise and develop program staff. Initiate 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 program staff 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.

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

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Driving vehicles	<input checked="" type="checkbox"/> Minimal	<input 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

Speaking: Yes No

Hearing: Yes No

Reading Comprehension: 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"/>	<input 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"/>

* 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:

_____ **DATE:** _____