

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

DATE ESTABLISHED 6/1/2021
DATE AMENDED 9/30/2024

TITLE OF POSITION: Component Director

POSITION NUMBER: 39-06

PROGRAM: Access Center

COMPONENT: Access Center

MINIMUM TRAINING AND EXPERIENCE REQUIRED: Master's Degree in psychology, social work, counseling or human service-related discipline; at least two years of experience in behavioral health care; and must be licensed in a mental health discipline pursuant to Florida Statutes 490 or 491. Compliance with minimum standards for screening of mental health personnel as contained in FS 394.4572. (See LMC Policy 3716, Attachment B.)

SUPERVISOR: Chief Operating Officer

POSITIONS SUPERVISED: Access Center Counselors

WAGE AND HOUR STATUS: Exempt (Professional)

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. Supervise staff of more than three (3) persons.
2. Provide service delivery to include assessment and admissions for new clients and conduct brief therapy services with clients for 80% of the work week.
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, perform client certifications within the indicated time frames and document accordingly within the client record.
6. Evaluate staff performance; identify, document and develop corrective action plans for personnel performance problems.

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

7. Monitor budget.
8. Track unit service delivery.
9. Assure staff compliance with Life Management Center's policies and procedures.
10. Assure full compliance with all applicable performance standards from external sources including contracts and third party requirements.
11. Assure that all staff is responsive to client needs and that regular reviews of progress and treatment/service plans are conducted.
12. Monitor direct service time and issue timely, regular reports to staff and program director.
13. Prepare required reports.
14. Assure that client service delivery is not interrupted by staff vacancies or absences.
15. Initiate and participate in activities for staff, program and Center development.

OTHER ESSENTIAL FUNCTIONS:

Provide clinical supervision for Master's level therapists seeking Florida licensure.

Physical Requirements:

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 type="checkbox"/>	
Travel Overnight	√	<input type="checkbox"/>	<input type="checkbox"/>	
Holidays/Weekends	√	<input type="checkbox"/>	<input type="checkbox"/>	
Overtime (non-exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√

* Not Anticipated

Copy received by:

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