

LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION

DATE ESTABLISHED: 07/09/1998

DATE REVISED: 04/24/2025

DATE REVIEWED: 04/25/2025

DATE APPROVED: 04/25/2025

TITLE OF POSITION: Director of Quality Improvement

POSITION NUMBER: AD-40

PROGRAM: Quality Improvement

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: An advanced degree related to behavioral health care or health care is required with Florida licensure preferred for the area of applicable training. A pertinent Master's degree in behavioral health care or health care is preferred. A minimum of three years of experience in health care, preferably behavioral health care, is required. Candidates must possess excellent written and verbal communication skills. Outstanding organizational and analytical skills with attention to detail is necessary. Applicants with demonstrated experience with CARF or JCAHO accreditation will be given preference.

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 mental health personnel as contained in Florida Statute 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 on the organization's website at www.lmccares.org

SUPERVISOR: President & Chief Executive Officer

POSITIONS SUPERVISED: None

WAGE AND HOUR STATUS: Exempt

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. Ensure that the Life Management Center Quality Improvement 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. Provide leadership in complying with accrediting, certification, and regulatory agencies and professional standards; and in developing, implementing and monitoring data systems, including data collection, analysis and application in decision making and performance improvement.
3. Promote a culture of continuous quality improvement within the organization.
4. Serve as a member of the senior management team and coordinate with this team to plan quality improvement initiatives.
5. Oversee the planning, implementation, and tracking of quality improvement projects.
6. Determine staff training needs related to quality improvement, health and safety, and compliance activities and organize staff training plans accordingly. Conduct such training as directed.
7. Coordinate, monitor, and ensure that the Center's health and safety plans are maintained according to legal and "best practice" standards for Center personnel, equipment, and facilities.
8. Develop, deliver, and/or facilitate staff training as required and as needed.
9. Evaluate outcomes of quality improvement projects and report to senior management.
10. Track, maintain, and manage the agency's operational contract, licensing, and certification monitoring and renewals. Coordinate personnel to address corrective action plans as needed and compose such plans as directed.
11. Create and manage forms in client Electronic Health Record.
12. Work with the Center's I.T. staff to manage/coordinate the client portal in the Center's client Electronic Health Record system.
13. Review, compile, coordinate, and ensure that corrective action plans are completed in a timely manner as required.
14. Maintain, coordinate work groups, and confer with supervisory and senior management staff to ensure that Center policies and procedures are compiled, completed, and kept current.

Copy received by:

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