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

**JOB DESCRIPTION**

|  |  |
| --- | --- |
|  |  |
| **DATE AMENDED**  | 9/24/2025 |

**TITLE OF POSITION**: Component Supervisor, Licensed Preferred

**POSITION NUMBER**: 39-06

**PROGRAM**: Family Services

**COMPONENT**: Outpatient Family Services

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**: Master's Degree in a psy­cholo­gy, social work, or mental health/substance use service-related discipline; at least two years’ experience in behavioral health care. Licensed in a mental health discipline pursuant to Florida Statutes 490 or 491 preferred. Compliance with minimum standards for screening of mental health personnel as contained in FS 394.4572. (See LMC Policy 3716, Attachment B.). Preference given, although not required, to applicants who are qualified supervisors for master's level applicants seeking Florida licensure.

**SUPERVISOR**: Program Director, Family Services

**POSITIONS SUPERVISED**: Family Outpatient Services Bay, Gulf, Calhoun, Holmes, Washington and Jackson Counties

**SALARY**: $70,000.00 with $5000.00 Sign-On/Retention Bonus

**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 more than three (3) staff members, including counselors, case managers,

 and care coordinators.

1. Provide at least 50% direct clinical services to include assessment and brief therapy as

 needed.

1. Ensure staff compliance with all applicable training requirements.
2. Perform/monitor consumer satisfaction surveys.
3. Ensure that clients meet eligibility requirements for the intended service and that, if required,

client certifications are performed within the indicated time frames and documented in the client EHR records.

1. Evaluate staff performance; identify, document and develop correc­tive action plans for

 personnel performance problems.

1. Monitor budgets.
2. Track unit service delivery.
3. Ensure staff compliance with Life Management Center's policies and procedures.
4. Ensure full compliance with all applicable performance standards from external sources.

 including contracts, third-party, managed care, and CARF requirements.

1. Ensure that all staff are responsive to client needs and that regular reviews of progress and.treatment/service plans are conducted and documented.
2. Monitor direct service time and issue timely, regular reports to staff and program director.
3. Prepare all assigned required reports.
4. Ensure that client service delivery is not interrupted by staff vacancies or absences.
5. Initiate and participate in activities for staff, program, and Center development.

**OTHER ESSENTIAL FUNCTIONS**:

1. Preferably qualified to provide clinical supervision for Masters level therapists seeking Florida licensure.

***Physical Requirements:***

|  |  |
| --- | --- |
| Activity | **Expectation** |
| Standing | 0 Minimal √ Moderate 0 Frequent |
| Sitting  | 0 Minimal 0 Moderate √ Frequent |
| Driving vehicles | √ Minimal 0 Moderate 0 Frequent |
| Lifting and/or carrying | √ Minimal 0 Moderate 0 Frequent |
| Bending and/or stooping | √ Minimal 0 Moderate 0 Frequent |
| Climbing Stairs and/or Ladders | √ Minimal 0 Moderate 0 Frequent |
| Walking or Moving (between offices, other facilities, etc.) | 0 Minimal √ Moderate 0 Frequent |

Speaking: √ Yes 0 No

Hearing: √ Yes 0 No

Reading Comprehension: √ Yes 0 No

Ability to lift and carry up to 15 pounds.

Ability to handle stressful situations: 0 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 | √ | 0 | 0 |  |
| Travel Overnight | √ | 0 | 0 |  |
| Holidays/Weekends | √ | 0 | 0 |  |
| Overtime (non-exempt only) |  0 | 0 | 0 | √ |
| Shift Work (PMs/Midnights) |  0 | 0 | 0 | √ |

 \* Not Anticipated

**Copy received by:**

 **Date**