

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

DATE ESTABLISHED: 02/15/2021
DATE REVISED: 09/24/25

DATE REVIEWED: 04/17/2025
DATE APPROVED: 04/17/2025

TITLE OF POSITION: Component Supervisor - Adult OP Services

POSITION NUMBER: 39-14

PROGRAM: Adult Services

COMPONENT: Outpatient (Bay County)

MINIMUM TRAINING AND EXPERIENCE REQUIRED: Master's degree in psychology, social work or related human services discipline and experience working with adults with a severe and persistent mental illness and/or a substance use problem. Florida licensed as a LCSW, LMFT, LMHC, or as a psychologist is preferred. At least one year or more mental health supervisory experience is also preferred. Must be able to become a certified targeted mental health case management supervisor within twelve (12) months of hire. Current certification preferred. Must have a valid Florida driver's license and meet all Center requirements for vehicle operations and transportation of clients in Center and non-Center vehicles.

Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring).

Compliance with minimum standards for screening of mental 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 lmccares.org.

SUPERVISOR: Adult Services Program Director

POSITIONS SUPERVISED: Adult Services case managers, counselors, and peer recovery specialist(s)

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 assigned staff.

2. Provide 50% direct clinical services to include assessments and individual and group counseling for adult clients, maintain appropriate levels of services and promote greater use of existing tele-health technologies.
3. Assure staff compliance with all applicable training requirements.
4. Monitor and maintain fidelity to evidence-based practices to deliver high quality services and support.
5. Develop and use a referral system to implement timely identification, treatment and recovery support of individuals and subsequent evidence-based responses such as mental health and substance use treatment services, case management, peer services and more.
6. 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.
7. Create treatment plans and perform treatment plan reviews to ensure compliance to Medicaid standards. Perform reviews of treatment plan reviews that are performed by non-licensed staff.
8. Establish professional relationships within the community and the LMC system of care to broaden and link all community resources available to clients and their families.
9. Perform/monitor consumer satisfaction surveys.
10. Evaluate staff performance. Identify, document, and develop corrective action plans for personnel performance problems.
11. Monitor budget.
12. Participate in audits.
13. Assure staff compliance with Life Management Center's policies and procedures.
14. Ensure full compliance with all applicable performance standards from external sources including contracts and third-party requirements.
15. Ensure that all staff are responsive to client needs and that regular reviews of progress and service plans are conducted.
16. Monitor direct service time and issue timely, regular reports to staff and program director.
17. Prepare required reports.
18. Track service delivery, scheduling, and staff direct service time to ensure productivity consistent with Center-wide expectations for each assigned staff.

19. Ensure that staff absences and vacancies do not interrupt client service delivery.

20. Initiate and participate in activities for staff, program, and Center development.

21. Other duties as assigned.

Physical Requirements:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal Frequent	√ Moderate	<input type="checkbox"/>
Sitting	<input type="checkbox"/> Minimal Frequent	<input type="checkbox"/> Moderate	√
Driving vehicles	<input type="checkbox"/> Minimal Frequent	<input type="checkbox"/> Moderate	√
Lifting and/or carrying	√ Minimal Frequent	<input type="checkbox"/> Moderate	<input type="checkbox"/>
Bending and/or Stooping	√ Minimal Frequent	<input type="checkbox"/> Moderate	<input type="checkbox"/>
Climbing Stairs and/or Ladders	√ Minimal Frequent	<input type="checkbox"/> Moderate	<input type="checkbox"/>
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal Frequent	√ Moderate	<input type="checkbox"/>

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"/>	√	
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

Copy received by:

Employee

Date: _____