LIFE MANAGEMENT CENTER
POSITION DESCRIPTION
Last Revised 9/21/2026

Incumbent Name:
Job Title: Director of Nursing
Classification: Exempt

Employment Status: Regular/Full-Time
Reports To: Crisis Services Program Director
Supervises: oversight of all nursing, MHAs, CRF Drivers

Mission Statement:
It is the mission of Life Management Center to inspire confidence and respect as a provider of comprehensive behavioral care and family counseling services and to be a valued parter in the alliances that promote the health and quality of life of our community and its members.

JOB SUMMARY:

Serves as Director of Nursing, reporting to the Crisis Services Program Director, and is the second in command of the operation of all inpatient programs and positions. Provides direct supervision and coordination of Inpatient Nursing Services. Assisting in the planning and directing of Nursing and Mental Health Assistant (MHA) services and activities to ensure quality patient care. Assigned programs include Crisis Stabilization Unit, Children's Unit, Central Receiving Facility, Mobile Response Team and Short-Term Residential Treatment Program (SRT).

ESSENTIAL/CORE JOB-SPECIFIC DUTIES AND RESPONSIBILITIES

1. Manage all inpatient nursing services to assure a uniformly optimal level of nursing care and competency. Coordinates and monitors the nursing processes related to assessment, planning; intervention, and evaluation for each patient from admission through discharge. Monitors actual implementation to ensure effectiveness and efficiency of these nursing functions.

2. Provides new employee orientation and on-the-job training for all new nursing personnel (staff and contract) in accordance with established orientation program plans. Conducts or arranges for training and continuing education for nursing and other clinical staff regarding treatment protocols, procedures, standards, etc. to ensure unit staff remains informed of Agency, unit and community standards.

3. Ensures ongoing program compliance with applicable Joint Commission, CMS, AHCA, DCF, and Agency Standards. Facilitates ongoing maintenance of documentation to demonstrate compliance (e.g., via program procedures, staffing plans, training plans, meeting minutes, clinical records, etc.).

4. Oversees the utilization and monitoring of seclusion/restraint interventions. Provides direct training of staff related to seclusion/restraint. Reviews all usage of seclusion or restraint and audits implementation of seclusion/restraint interventions and orders in accordance with Agency review processes. Oversees documentation processes for all seclusion/restraint utilization (e.g., forms, logs, etc.).

5. Coordinates and conducts regular nursing staff meetings for all regular and PRN nurses on at least a quarterly basis. Arranges for additional nursing meetings as needed or at the direction of the Program or Medical Director. Documents meeting minutes in accordance with Agency policy. Follow-up and resolves problems or areas of improvement in conjunction with Program and/or Medical Directors.

6. Reviews and analyzes all applicable adverse incident reports within 3 days of occurrence. Completes investigation and development of performance improvement or corrective action responses as appropriate or directed.

7. Makes rounds on all inpatient units at least two times daily. Participates in shift report meetings when possible and in the Clinical Case Staffing meeting weekly to assess efficiency and effectiveness of clinical staff functioning. Works at least one weekend day and night per quarter (Saturday or Sunday) and one weeknight shift (Monday through Friday) to provide monitoring of departmental functioning, staff education and training, supervision, etc. with regard to nursing and MHA services and activities.

8. Serves as back-up/replacement for Inpatient Nurse Manager as needed or assigned. Provides and documents direct nursing care as needed in accordance with unit procedures and approved treatment plans/physician orders.

9. Serves as Acting Inpatient Director as needed. Is On-Call for all issues that cannot be resolved by Inpatient Nurse Managers. Consults with Inpatient Program Director as needed.

10. Oversee the narcotic control system. Audits on a regular basis to verify compliance with unit procedures and medication storage/handling requirements.

11. Oversees Agency's Medical Equipment Management Plan/Program in accordance with Agency policy. Completes annual review and recommended update of approved inventory in conjunction with key staff/PIC.

12. Services as a member of designated Agency committees (e.g., Performance Improvement Committee, Patient Safety Committee, Seclusion/Restraint Oversight Committee, Pharmacy and Therapeutic Committee, Inpatient Leadership Team, etc.) assigned by the Program Director. Ensures the completion of the performance improvement reviews (clinical checklist) of the quality and appropriateness of nursing care through ongoing record reviews of designated areas. Compiles results/reports, develops corrective action plans as necessary and submits reports to Performance Improvement unit for processing. Presents findings and recommendations at UR/PI/PS meetings. Reviews findings with appropriate staff and committees.

13. May be required to complete an extended work shift or schedule to ensure completion of essential duties or adequate coverage of the unit/program for safety/security purposes.

CLINICAL COMPETENCIES/PERFORMANCE

1. Demonstrates knowledge and skills to systematically obtain, analyze, and interpret relevant data and information to determine treatment recommendations and priorities.

2. Demonstrates knowledge about substance abuse, dependence, and other addictive behaviors and their treatment. Demonstrates ability to screen for psychoactive substance toxicity, intoxication, withdrawal

symptoms, and co-existing mental health problems; and determine the client's readiness for treatment and change.

3. Demonstrates ability to screen for danger to self or others.

4. Demonstrates understanding of the range of treatment needed and knowledge of available treatment resources and their appropriate use in formulating with the client mutually agreed-upon treatment goals and measurable objectives.

5. Therapeutic Relationships/Ethics: Effectively establishes rapport, maintains appropriate therapeutic relationships, empathizes and communicates with clients. Respects and ensures protection of client rights and confidentiality/ privacy. Demonstrates knowledge of and adherence to accepted ethical and professional standards of conduct.

6. Demonstrates knowledge and skills to provide trauma informed care.

CENTERWIDE EXPECTATIONS

1. Performance Improvement: Initiates efforts to improve job, program, or Agency performance and quality of services. As appropriate, participates in Apalachee performance improvement initiatives or activities (e.g., work teams, committees, etc.).

2. Initiative/Acceptance of Responsibility: Demonstrates self-motivation and self-reliance. Perform tasks willingly and carry out assigned duties. Adjusts to peaks in workload; demonstrates flexibility and adaptability to change. Performs additional responsibilities as needed/required.

3. Attitude/Customer Relations: Demonstrates a positive, supportive, respectful and helpful attitude in interactions with all clients, visitors, other employees and the public. Contributes to cohesive group relationships; uses open communication to identify and resolve problems in and between units/departments.

4. Patient Safety: Demonstrates a commitment to ensuring services provided/job performed promote and maintain a culture of patient safety throughout the agency. Effectively communicates and proactively identifies risks to help reduce errors and other factors that may contribute to unintended adverse outcomes.

5. Performance Appraisal: Conducts or assures completion of the formal performance appraisal process for assigned staff and programs. Maintains at least 90% compliance with on-time completion and submission to HR for assigned appraisals.

6. Attendance: Observes assigned work hours, use and scheduling of leave, and punctuality. Provides notification of absences, tardiness and leave requests in accordance with the Agency's policies and procedures. Respects length of time taken for lunch breaks and work breaks.

7. Training and Education: Maintains compliance with required training in accordance with established time frames. Seeks opportunities to increase knowledge and competencies which benefit the position, program or Agency.

8. Other duties as required: Complies with changes in duties and assignments in a positive and cooperative manner.

QUALIFICATIONS:

Education/Experience:

- Official transcripts from approved college or university.
- Minimum of five (5) years of professional nursing experience; minimum of three years of administrative/supervision experience.
- Previous psychiatric and/or substance abuse treatment experience required.
- Ability to obtain information about, and interpret information in terms of, mental illness and substance abuse.
- Knowledge of general treatment needs and interventions for psychiatric and substance abuse clients preferred.

Licensure or Certification:

- Licensure as a registered nurse in accordance with Florida Statute 464.
- Must obtain and maintain current CPR, First Aid, and CPI certifications.

Competency/Skills

- Demonstration of leadership qualities and executive and organization ability.
- Ability to elicit cooperation and maintain good working relationships among personnel and with medical staff.
- Displays judgment in determining needs of nursing program.
- Ability to determine work priorities, assign work and ensure proper completion of work assignments.
- Ability to obtain and interpret information in terms of client's needs. Understanding of the range of treatment needed.
- Ability to establish and maintain therapeutic relationships, empathize, and communicate with clients and family members.
- Ability to maintain complete and up-to-date client record documentation. Ability to manage aggressive behavior.

Knowledge

- Comprehensive knowledge of nursing principles, practices and techniques.
- Knowledge of application of principles of personnel administration in assigning, supervising and evaluating activities of staff.
- Knowledge of psychiatric nursing. Knowledge of special needs and treatment approaches for adult mental health clients.
- Knowledge of available treatment resources and appropriate utilization.
- Understanding of the range of treatment needed and knowledge of available treatment resources and their appropriate use in formulating with the client mutually agreed-upon, treatment goals and measurable objectives.
- Knowledge of accepted ethical and professional standards of conduct.
- Knowledge of PI tools and techniques and ability to apply them. Knowledge of patient safety principles and practices.

WORKING ENVIRONMENT/PHYSICAL DEMANDS:

Definitions for the frequency of occurrence:

Not Applicable (does not perform this activity)
Occasionally (performs activity up to 33% of the time)
Frequently (performs activity 34% to 66% of the time)
Continuously (performs the activity 67% to 100% of the time)

Working Environment	N/A	Occasionally	Frequently	Continuously
Works inside	☐	☐	☐	■
Works outside	☐	■	☐	☐
Office setting, **business** or clinical	☐	☐	☐	■
Works in well- lighted, temperature-controlled facility	☐	☐	☐	■
Works in confined quarters	☐	☐	■	☐
Works in community settings	☐	■	☐	☐
Provides services in client's natural environment	■	☐	☐	☐
Exposure to communicable diseases	☐	☐	☐	■
Exposure to excessive noise	☐	☐	■	☐
Exposure to marked changes in temperature and/or humidity	■	☐	☐	☐
Exposure to dust, fumes, gases, radiation, Microwave	■	☐	☐	☐
Drives motorized equipment	☐	■	☐	☐
Travels for work	☐	■	☐	☐

	Required	N/A
Must report as regularly scheduled during severe weather conditions (e.g. tropical storm, hurricanes, etc.) to ensure continuation of essential program service unless otherwise instructed by supervisor or prevented from reaching work station (e.g. roads flooded, driving restricted by law enforcement, etc.) Any delays must be communicated directly to the responsible supervisor.	■	☐

Mental Demands	N/A	Occasionally	Frequently	Continuously
Problem solve	☐	☐	☐	■
Make decisions	☐	☐	☐	■
Supervise	☐	☐	☐	■
Analyze and interpret data	☐	☐	☐	■
Organize	☐	☐	☐	■
Communicate orally and in writing	☐	☐	☐	■
Works under mental stress to meet deadlines	☐	☐	☐	■

Physical Demands	N/A	Occasionally	Frequently	Continuously
Standing	☐	☐	☐	■
Walking	☐	☐	☐	■
Sitting	☐	☐	☐	■

Balancing	☐	■	☐	☐
Stooping	☐	☐	■	☐
Kneeling	☐	☐	■	☐
Crouching	☐	☐	■	☐
Crawling	☐	☐	■	☐
Reaching/working overhead	☐	☐	■	☐
Keyboard use/repetitive hand motion	☐	☐	☐	■
Climbing	☐	■	☐	☐
Pushing	☐	☐	■	☐
Pulling	☐	☐	■	☐
Lifting (**up to 20 lbs**)	☐	■	☐	☐
Carrying (up **to 20 lbs**)	☐	■	☐	☐
Manual dexterity, audio-visual acuity to operate various business machines and computerized informational systems	☐	☐	☐	■
Operate heavy duty equipment	■	☐	☐	☐

OSHA CATEGORY (BLOOD BORNE PATHOGEN EXPOSURE)	**Category**	**N/A**
Category 1: Position routinely involves potential exposure to blood, Body Fluids or tissue. Position routinely participates in emergency patient care such as First Aid, CPR and seclusion/restraint, or handling of biomedical waste, or other procedures involving potential exposure.	■	☐
Category 2: Positions normal work routine involves no exposure to blood, body fluids or tissue but potential exposure as in emergency or unplanned situations, such as First Aid, CPR or seclusion/ restraint, could occur and may be required as a condition of employment.	☐	■
Category 3: Position does not involve exposure to blood, body fluids or tissue. Position is not required to perform CPR, help in emergency seclusion/restraint or provide First Aid.	☐	■

DISCLAIMER:
The statements contained herein reflect general details as necessary to describe the principal functions of this position. This is not intended to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with this position. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Individuals may be required to perform other duties as needed. This document describes the position currently available. It is not an employment contract. Life Management Center, Inc. reserves the right to modify position duties and position descriptions at any time.

I have read this Position Description, understand its contents and agree to work in accordance with the requirements of the position and to perform all duties and maintain all standards in accordance with Agency policies and procedures. I understand and accept that I may be required to work in any location under the Agency's service areas.

_____ ____/____/____

Employee Signature **Date**

_____ ____/____/____

Supervisor Signature **Date**

A copy of this position description was provided to me on ___/___/___.
Employee Initial: _____