

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

**DATE ESTABLISHED:** 10/12/99  
**DATE AMENDED:** 05/03/18

**TITLE OF POSITION:** Component Director II (Master's Level)

**POSITION NUMBER:** 39-07

**PROGRAM:** Children's Services (Bay)

**COMPONENT:** Healthy Families

**MINIMUM TRAINING AND EXPERIENCE REQUIRED:** Master's degree in psychology, social work or human services related discipline and at least two years' relevant experience. Compliance with minimum standards for screening of mental health personnel as contained in F.S 394.4572. Completion of Family Support Worker and Family Assessment Worker Core training. Family Support Worker and Family Assessment Worker Supervisor Core, Program Manager's Core, Child Abuse and Domestic Violence trainings sponsored by Healthy Families Florida. Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring.)

**SUPERVISOR:** Program Director

**POSITIONS SUPERVISED:** MIS Specialist; Family Assessment Worker; Family Specialist; Family Support Worker Supervisor

**SALARY MINIMUM:** \$46,000.00

**WAGE AND HOUR STATUS:** Exempt (Professional)

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**DESCRIPTIONS OF DUTIES AND RESPONSIBILITIES<sup>1</sup>**

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Assure that program operations are functioning in accordance with the quality assurance standards of Healthy Families Florida, Prevent Child Abuse America, and CARF. Develop action plans, corrections and monitor as needed.
2. Assure that program operations are functioning in accordance with Healthy Families Florida and Life Management Center policies and procedures.
3. Assure that all reports and deliverables required by Healthy Families Florida are accurate, complete and submitted on time.
4. Provide leadership with program fund raising and community events that enhance community support.
5. Recruit, supervise, train and evaluate program staff.

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

6. Liaison with Bay County agencies and organizations to assure referrals and service coordination.
7. Conduct community awareness activities that explain the role of Healthy Families and child abuse prevention.
8. Compose the Annual Program Plan.
9. Lead the Healthy Families Advisory Board.
10. Provide staff training as needed.
11. Monitor consumer satisfaction surveys.
12. Coordinate on-site trainings.
13. Initiate and participate in activities for staff, program and Center development.
14. During staff vacancies, fill in for any vacant job positions to include home visiting, assessments and supervision of family support workers.
15. Data entry into the Healthy Families Florida database.
16. Monitor, track and coordinate Healthy Families mandatory training for staff.
17. Provide quarterly events for HF participants. Host an annual graduation for HF graduates.

**OTHER ESSENTIAL FUNCTIONS:**

1. Deliver client services if needed.
2. Travel between multiple work sites.

**NON-ESSENTIAL FUNCTIONS:** List other functions that are typically shared with other employees of that could, if necessary be performed by coworkers. N/A

**Physical Requirements:**

Speaking:  Yes  No  
 Hearing:  Yes  No  
 Reading Comprehension:  Yes  No  
 Repetitive motion with hands, wrists, arms (e.g keyboard, typing, handwriting, etc.)  Yes  No  
 Ability to lift and carry up to 20 pounds.  
 Ability to handle stressful situations:  Minimal  Moderate  Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Initially	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays/Weekends	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\* Not Anticipated

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. ADA Accommodations will be reviewed for persons with disabilities. We reserve the right to assess undue hardship that results from the provided accommodation and may need to rescind such reasonable accommodation if undue hardship results.

Copy received by:

\_\_\_\_\_ Date: \_\_\_\_\_  
Employee

\_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor