

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

**DATE AMENDED:**

06/16/2016

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

**POSITION NUMBER:** 39-1

**PROGRAM:** Bay County Children's Services

**COMPONENT:** Family Empowerment

**MINIMUM TRAINING AND EXPERIENCE REQUIRED:** Master's Degree in a psychology, social work or human service related discipline and at least three years experience in behavioral health. Within 90 days of hiring, successful completion of contract required training. Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within 90 days of hiring). Compliance with minimum standards for screening of mental health personnel as contained in FS 394.4572. (See LMC Policy 3716, Attachment B.)

**SUPERVISOR:** Program Director, Children's Services

**POSITIONS SUPERVISED:** Family Interventionists and Family Associates

**SALARY MINIMUM: \$**  
**\$42,000**

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

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**DESCRIPTION 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. Supervise staff of more than three (3) persons.
2. Assure staff compliance with all applicable training requirements.
3. Perform/monitor consumer satisfaction surveys.
4. Assure 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 chart.
5. Evaluate staff performance; identify, document and develop corrective action plans for personnel performance problems.
6. Monitor budget.

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

7. Track unit service delivery.
8. Assure staff compliance with Life Management Center's policies and procedures.
9. Assure full compliance with all applicable performance standards from external sources including contracts and third party requirements.
10. Assure that all staff is responsive to client needs and that regular reviews of progress and treatment/service plans are conducted.
11. Monitor direct service time and issue timely, regular reports to staff and program director.
12. Prepare required reports.
13. Assure that client service delivery is not interrupted by staff vacancies or absences.
14. Initiate and participate in activities for staff, program and Center development.

**OTHER ESSENTIAL FUNCTIONS:**

1. Deliver client services.
2. Travel between multiple work sites.
3. Travel in multi-county service region.
4. Deliver after hour's on-call crisis intervention by phone and face-to-face contact.
5. Monitor and respond as needed to child risk status for abuse/neglect.

**Copy received by:**

\_\_\_\_\_ **Date** \_\_\_\_\_