

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

DATE ESTABLISHED: 02/15/2021
DATE AMENDED:

TITLE OF POSITION: Component Director I (Master's Level) Outpatient 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 or persistent mental illness and/or a substance abuse problem. Licensed in Clinical Social Work or Clinical Counseling is 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.

SUPERVISOR: Adult Services Program Director

POSITIONS SUPERVISED: Case managers, master level counselors and peer recovery specialist

SALARY MINIMUM: \$

WAGE AND HOUR STATUS: Exempt: xx (Professional)
Non-Exempt:

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 staff of over four persons.
2. Assure staff compliance with all applicable training requirements.
3. Monitor and maintain fidelity to evidence-based practices to deliver high quality services and supports.

4. 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 abuse treatment services, case management, peer services and more.
5. Review service plans and reviews to ensure compliance to Medicaid standards.
6. Facilitate service access and provide linkage and coordination. Provide coordinated referral, services, and follow-up to school-aged youth and their families for evidence-based school and community-based mental health practices and services.
7. Establish relationships within the system of care to broaden and link all community resources available to clients and their families.
8. Assist in providing direct treatment services to maintain appropriate levels of services and promote greater use of existing tele-health technologies.
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. Assure full compliance with all applicable performance standards from external sources including contracts and third party requirements.
15. Assure that all staff is 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. Assure that staff vacancies or absences do not interrupt client service delivery.
19. Initiate and participate in activities for staff, program and Center development.

OTHER ESSENTIAL FUNCTIONS:

Physical Requirements:

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

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"/>	<input checked="" type="checkbox"/>	
Travel Overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Holidays/Weekends	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overtime (non-exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Not Anticipated

Copy received by:

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