

LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION

DATE ESTABLISHED: 07/09/98
DATE AMENDED: 09/6/16

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

POSITION NUMBER: 39-4

PROGRAM: Bay County Children's Services

COMPONENT: Therapeutic Foster Home Program

MINIMUM TRAINING AND EXPERIENCE REQUIRED: A master's degree in the field of counseling, social work, psychology, rehabilitation, special education, or a human services field, a minimum of two years of full-time experience working directly with children and families who are victims of physical abuse, neglect; or, youth who are emotionally disturbed who have been adjudicated, and a minimum of 30 hours of documented training, 15 of which must be dedicated to relevant child and family treatment issues, within the last two years OR a license in a mental health discipline pursuant to Florida Statutes 490 or 491 and two years of direct experience working with children and families who are victims of physical abuse, sexual abuse, or neglect; emotionally disturbed; or delinquent.

Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within 90 days of hiring). Compliance with minimum standards for screening of mental health professionals as contained in FS 394.4572. (See LMC Policy 3716, Attachment B.)

SUPERVISOR: Program Director, Children's Services

POSITIONS SUPERVISED: Therapeutic Foster Home Parents and Counselors

SALARY MINIMUM: \$43,000

WAGE AND HOUR STATUS: Exempt: XX (Professional)
Non-exempt: _____

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

OTHER ESSENTIAL FUNCTIONS:

1. Travel between multiple work sites.
2. Travel in multi-county service region.
3. Deliver after hours on-call crisis intervention by phone and face-to-face contact.
4. Recruit foster parents; acquire and maintain foster home licensures.
5. Supervise and support the therapeutic activities of specialized foster parents.
6. Conduct pre-service and in-service training for therapeutic foster parents.

Copy received by:

_____ **Date** _____