

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

**DATE ESTABLISHED: 10/12/99**

**DATE AMENDED: 07/17/12**

**07/11/18**

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

**POSITION NUMBER: 38-3**

**PROGRAM:** Children's Services

**SUMMARY:** Well organized, highly motivated individual who enjoys working directly with families as well as supporting the professional development of the Healthy Families service team.

**MINIMUM REQUIREMENTS:** Minimum of a Bachelor'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 Core, Family Support Worker Supervisor Core, Growing Great Kids Core, Child Abuse and Neglect training, Domestic Violence training, and all other trainings applicable sponsored by Healthy Families Florida. 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.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at [www.lifemanagementcenter.org](http://www.lifemanagementcenter.org)

**SUPERVISED BY:** Healthy Families Program Manager

**POSITIONS SUPERVISED:** Healthy Families Family Support Worker(s)

**SALARY OR WAGE MINIMUM:** \$39,500

**WAGE AND HOUR STATUS:** EXEMPT

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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.)

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

### Supervisory:

1. Supervise staff of 5 or more persons. Direct supervision will occur at a minimum of one and a half hours per week per staff.
2. Assure staff compliance with all applicable training requirements.
3. Perform/monitor consumer satisfaction surveys, yearly TANF & Participant Information updates.
4. Evaluate staff performance. Identify, document and develop corrective action plans for personnel performance problems.
5. Assure staff compliance with Life Management Center and Healthy Families Florida/Bay policies and procedures.
6. Assure that all staff is responsive to client needs and that regular reviews of progress and service plans are conducted.
7. Track caseload status of Family Support Workers (FSW's). Assign new clients to FSW's and monitor closely that they open new client(s) within 30 days.
8. Assist in inputting and monitoring of data in the Healthy Families tracking system.
9. Assure that staff vacancies or absences do not interrupt client service delivery. Additional clients will be added to caseload of FSWS to insure uninterrupted services.
10. Initiate and participate in activities for staff, program and Center development.
11. Participate in planning and implementation of Healthy Families annual FUNraiser event, Quarterly Parent Café events and graduation.
12. Participate in quarterly Healthy Families Advisory Board Meetings.
13. Participate in staff meetings and agency meetings.

### Service Provision in the event of staff vacancy:

1. Manage a caseload of 15+ families including assessment, planning, intervention and referral activities.
2. Perform required documentation for each client contact.
3. Maintain good family retention.
4. Monitor and respond as needed to child risk status for abuse/neglect.
5. Participate in case staffings
6. Attend any trainings assigned by Program Manager or Healthy Families Florida.

**OTHER ESSENTIAL FUNCTIONS:** List other functions that are typically shared with other employees or that could, if necessary, be performed by coworkers.)

1. Proficient computer skills.
2. Possess reliable personal transportation and maintain vehicle insurance.
3. Travel to client homes, agency sites, and other locations as necessary.
4. Possess a valid Florida Driver's License.

### **POSITION QUALIFICATIONS**

#### **Competency Statement(s)**

1. Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.

2. Autonomy - Ability to act with independence and show good judgment in seeking guidance from supervisory staff.
3. Communication, Oral - Ability to communicate effectively with others using the spoken word.
4. Person Centered Orientation - Ability to honor client, rights, dignity and independence and respond to client needs with a personalized approach
5. Diversity Orientation - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
6. Trauma Awareness- Attunement to the presence to trauma indicators and the ability to provide a safe treatment environment within which the client can exercise positive control
7. Empathy - Ability to appreciate and be sensitive to the feelings of others.
8. Tact - Ability to show consideration for and maintain good relations with others.
9. Ethics - Ability to demonstrate conduct conforming to a set of values and accepted standards.
10. Relationship Skills - Ability to effectively build relationships with customers and co-workers.
11. Self- Management Skills - Ability to organize and direct oneself.
12. Team Building - Ability to participate with others to achieve goals.

**Physical Requirements:**

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

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 **15** pounds.

Ability to handle stressful situations: ☐ Minimal ☐ Moderate ☒ Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<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"/>
Holidays/Weekends	<input type="checkbox"/>	<input checked="" 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"/>
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\* 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:**

\_\_\_\_\_  
**Employee**

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

\_\_\_\_\_  
**Supervisor**

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