

LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION

DATE ESTABLISHED: 08/19/97
DATE LAST AMENDED: 06/30/16

TITLE OF POSITION: Program Director – Children Services

POSITION NUMBER: 41-1

PROGRAM: Children Services - Bay/Gulf/Calhoun/Holmes/Washington/Jackson Counties

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

Master's degree in a mental health discipline. Active license as a Mental Health Counselor, Clinical Social Worker, or Marriage and Family Therapist under Chapter 491 Florida Statutes, or as a Psychologist under Chapter 490 Florida Statutes. Five years of post-degree mental health services experience, one year of which must have been administrative experience.

Life Management Center relies heavily on technology to run its business; therefore, all employees are required to have basic computer skills. These basic skills will include knowledge of creating folders, saving and retrieving files, e-mail (Outlook), MS Office (Word and Excel), using web browsers such as Internet Explorer and/or Mozilla Firefox, along with operating a keyboard, mouse, and printer.

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

SUPERVISOR: Chief Executive Officer

POSITIONS SUPERVISED: Office Manager, Component Directors for the following components: Children's Outpatient Services, Healthy Families, Community Action Team, Visitation, Specialized Therapeutic Foster Care, Child Psychiatric Services, and Family Intensive Services team.

SALARY MINIMUM: \$50,000

WAGE AND HOUR STATUS: Exempt (Executive)

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:¹

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

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

1. Ensure that the program operates in accordance with: (a) policies and procedures of the Life Management Center of Northwest Florida, Inc., (b) contract provisions, (c) legal rules and regulations, and (d) professional standards.
2. Collaborate with the Chief Executive Officer and other Program Directors to formulate and achieve the Center's objectives.
3. Plan operations of the program. Organize staff to most effectively subdivide the work of the program and assign responsibility and delegate authority as necessary to accomplish this work.
4. Supervise and develop program staff. Initiate hiring, firing, and personnel disciplinary processes as necessary.
5. Construct program budgets and achieve program fiscal objectives.
6. Respond to the behavioral health needs of persons in our community through the development of new services and programs and securement of new service contracts or grants.
7. Establish proper liaison with other agencies and community groups to further the objectives of the program and the Center.
8. Ensure staff has the training, work tools and processes needed to execute their duties.

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

* Not Anticipated

Copy received by:

_____ DATE: _____