

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

**DATE ESTABLISHED:** 10/12/99  
**DATE AMENDED:** 08/22/00

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

**POSITION NUMBER:** 39

**PROGRAM:**

**COMPONENT:**

**MINIMUM TRAINING AND EXPERIENCE REQUIRED:** Master's degree in psychology, social work or human services related discipline and at least two to three years experience in behavioral health. Compliance with minimum standards for screening of mental health personnel as contained in F.S 394.4572.

**SUPERVISOR:**

**POSITIONS SUPERVISED:**

**SALARY MINIMUM:** \$28,857.00

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

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**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 more than three 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 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 staff vacancies or absences do not interrupt client service delivery.
13. Initiate and participate in activities for staff, program and Center development.

**OTHER ESSENTIAL FUNCTIONS:**

Copy received by:

\_\_\_\_\_ Date: \_\_\_\_\_