

# HUDSPETH REGIONAL CENTER



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Director

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(601) 664-6000  
Fax: (601) 354-6945

TO: All Departments  
FROM: Patricia Hughes, Director of Clothing Department  
DATE: February 28, 2024  
RE: Job Vacancy – Support Care Professional

**CLASSIFICATION:** Support Care Professional II

**SALARY:** \$24,024.34 – \$29,192.75

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:** Typically requires High School Diploma or high school equivalency, and One (1) – Two (2) years of experience. May require a Certified Nurse Assistant (CNA) designation.

**Required Training:** Successful completion of DMH-MH-Support Care Professional Certificate Program within 90 days of hire date, as verified by the employing agency.

**JOB DUTIES:** Examples of work performed in this classification include, but are not limited to, the following:

- ❖ Sew, mend, and place name tags in articles of clothing as necessary.
- ❖ Discard clothes when necessary.
- ❖ Measure and size individuals as needed.
- ❖ Create and design clothing for individuals with special needs.
- ❖ Assist Physical Therapy with making bed rail padding and positioning belts.
- ❖ Complete clean linen and towel count and disburse daily or as necessary to each unit.
- ❖ Have a professional work rapport with co-workers and cottage staff.
- ❖ Maintain a clean and safe work area.
- ❖ Attend all required in-service training sessions.
- ❖ Performs related or similar duties as required or assigned.

**Applicants must be eligible to drive a state vehicle - have personal liability car insurance, a valid driver's license, and a good driving record.**

**Upon contingent employment offer, employees must complete a background check, pre-employment drug test, and submit proof of COVID-19 vaccination or accommodation request.**

Applications will be accepted until the position is filled. If interested, please contact Patricia Hughes at (601) 664-6308. Any candidate who is called for an interview must notify Patricia Hughes in writing of any reasonable accommodation(s) needed prior to the date of the interview.

**The State of Mississippi/Hudspeth Regional Center is an Equal Opportunity Employer**