

HUDSPETH REGIONAL CENTER



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Director

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TO: All Departments
FROM: Anedra Longstreet, Brandon/Rankin Group Homes Director
DATE: March 22, 2023
RE: Job Vacancy – Support Care Professional

CLASSIFICATION: Support Care Professional III (B-Shift)

SALARY: \$26,369.81 - \$34,460.26

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education: Typically requires High School Diploma or high school equivalency, and Two (2) – Three (3) 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: The Support Care Professional III is responsible for assisting with the educational programmatic services in an ICF/IID program setting and ensuring that active treatment is provided to individuals with intellectual disabilities according to these regulations. Competencies expected include integrity/ honesty with high work ethic, accountability, best practices of teaching the IID population, and excellent interpersonal and communication (written and verbal) skills. This person will be expected to effectively manage emotions impulses, maintain a positive attitude and be able to adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Specific Duties:

- Position is specifically for B-Shift from 2:30 pm-10:30 pm.
- Ensures the opportunity and choice for individuals to participate in social, religious, and community activities. All activities are recorded and planned on a recreational calendar, which includes a wide range of age and interests' appropriate activities for each month.
- Develops and writes appropriate evaluation reports associated with the IPCP, monthly progress reports admission reports, program revisions, and discharge reports. All paperwork is submitted with in established timelines.
- Participates in faculty meetings, interdisciplinary team meetings, staff development in-services training activities, and professional meetings.
- Serves as the liaison to area recreational, social, cultural, and religious organizations to ensure events in the community are accessible to individuals.
- Maintains, inventories, and orders recreation equipment.
- Receives, maintains, disperses and account for recreational monies.
- Operate a state-owned vehicle. Staff will also maintain driver's license and insurance coverage.
- Performs other duties as requested and initiates or volunteers for other duties within scope of practice.
- Serves as Administrator on Duty (AOD) as scheduled.

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 Anedra Longstreet at (601) 825-4885. Any candidate who is called for an interview must notify Anedra Longstreet 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