

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

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TO: All Departments
FROM: Kristin Jewell, Louisville Group Homes Director
DATE: November 1, 2023
RE: Job Vacancy – Louisville Group Homes

POSITION: Support Care Professional Team Lead (2 – Positions)

SALARY: \$31,744.97 – \$41,000.00

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

High School Diploma or high school equivalency, and Three (3)-Five (5) 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.

Specific Duties:

- Assigns general and specific tasks to Support Care personnel to ensure the performance of all work required by facility policy.
- Assist Support Care Professional staff with active treatment as needed.
- Monitors staff performance to ensure that all work is completed properly and as scheduled.
- Scheduled and structures on-the-job training for Support Care Professional.
- Writes non-technical reports documenting patients' behavior and activities; reviews similar reports written by subordinates to ensure compliance with the facility standards.
- Supervise and/or performs housekeeping duties as well as the laundering and inventorying of resident linen and clothing.
- Participates in the development of individual person-centered plans/training programs.
- Performs related or similar duties as required or assigned.
- Ensures individuals have appropriate clothing, shoes, and grooming supplies.
- Maintain time and attendance records.
- Maintain the efficient operation of the group home in accordance with the policies and procedures, as well as, ICF/IDD regulations.
- Document on daily shift logs, sleep logs, and logbook.
- Develop shift schedule.
- Attend professional development in-services, IDT meetings, BMT and professional meetings.
- Performs special projects and related duties as assigned by the Group Home Director

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.

“A DEPARTMENT OF MENTAL HEALTH FACILITY”

Applications will be accepted until the positions are filled. If interested, please contact Kristin Jewell at (662) 779-2105. Any candidate who is called for an interview must notify Kristin Jewell 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