

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

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(601) 664-6000
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To: All Departments
From: Jamesia Gilbert, Director of Targeted Case Management
Re: Vacancy – Targeted Case Manager (Contractual Position(s))
Date: April 19, 2023

Classification: ID/DD CSP Targeted Case Manager (Contractual Position(s))

Annual Salary: \$18.00 – \$22.00/hour based on education and experience

Experience/Educational Requirements:

Applicants must have at least a Bachelor's Degree from an accredited four-year college or university in public health, health administration, nursing, public or business administration, urban or regional planning, education, or a related field; and One (1) - Two (2) years of experience required, above average interpersonal and organizational skills, good writing, time management, and oral communication skills. Applicants should also have the ability and willingness to travel extensively within a 23 county catchment area, follow directions and adjust well to change. Computer skills are also required.

Job Duties:

- Monitoring the Targeted Case Management service provision.
- Processing admissions to the IDD CSP Targeted Case Management program.
- Writing reports to justify the need for service.
- Conducting needs assessments.
- Locating services in the community and consulting with service providers.
- Maintaining program records.

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 position is filled. If interested please contact Jamesia Gilbert, 601-664-6074. Any candidate who is called for an interview must notify Jamesia Gilbert 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

“A DEPARTMENT OF MENTAL HEALTH FACILITY”