

# HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.  
Director

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TO: All Departments

FROM: LaSonja Hopkins, NHA  
Director of Community Residential Services

RE: Vacancy – Brandon/Rankin Group Homes Director

DATE: January 2, 2019

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**Classification:** Program Administrator I

**Salary:** \$41,254.98

## **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:** A Master's Degree from an accredited four-year college or university;

AND

**Experience:** Five (5) years of special experience defined below, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs;

OR

**Education:** A Bachelor's Degree from an accredited four-year college or university;

AND

**Experience:** Six (6) years of special experience defined below, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs.

**Special Experience:** Employment must have been in an administrative/professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those bureaus where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

**Job Duties include, but not limited to:**

- ❖ Responsible for supervising the overall day to day operations of two (10 bed ICF/IID) group homes in Brandon/Rankin.
- ❖ Ensures compliance with ICF/IID regulations, Department of Mental Health regulations, and other state regulations.
- ❖ Ensures active treatment is carried out for all people receiving services.
- ❖ Administers and maintains Performance Development Assessments on all staff to ensure compliance and arbitrate personnel issues.
- ❖ Demonstrates client movement towards greater independence, productivity, and community integration.
- ❖ Completes within a specified timeframe special projects assigned or approved by the Director of Community Residential Services.
- ❖ Provides administrative oversight and support to all programs.
- ❖ Monitors to ensure the environmental, maintenance and housekeeping needs of the homes are reported and completed.
- ❖ Directs or assists in fiscal accounting and budgeting activities.
- ❖ Responsible for ensuring all staff are adequately trained in appropriate areas, the Mandt system, and monthly Mandated topics.
- ❖ Recommends appointment/termination of personnel as needed.

**Deadline to apply:** January 11, 2019

**All interested applicants must complete the application process through the Mississippi State Personnel Board at [www.mspb.ms.gov](http://www.mspb.ms.gov). This employment opportunity will appear in the Job Openings section on the site. Please submit a resume with your application.**

**Should you have any questions, please call Human Resources Department at (601) 664-6080.**

**THE STATE OF MISSISSIPPI/HUDSPETH REGIONAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER**