

# HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.  
Director

100 Hudspeth Center Dr.  
Post Office Box 127-B  
Whitfield, Mississippi 39193

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

**To:** All Departments  
**From:** Carolyn Jones, Director of Support Coordination  
**Re:** Vacancy – Supervisor/Quality Assurance  
**Date:** February 7, 2019

---

**Classification:**

Coordinator for Health Facilities Quality Assurance

**Annual Salary:**

\$32,947.47

**Experience/Educational Requirements:**

Applicants must have at least a Bachelor's Degree from an accredited four-year college or university in a mental health, intellectual/development disabilities, or related service field **AND** six (6) years of experience related to the described duties, two (2) of which must have been in line or functional supervision; above average interpersonal and organizational skills, good writing, time management, and oral communication skills. Applicants should also have the ability and willingness to work in a high intensity, fast paced environment. The job requires travel within a 23 county catchment area. Computer skills are also required. In addition to these requirements, experience as an ID/DD Waiver Support Coordinator is preferred.

**Job Duties:**

Supervise a staff of three to five support coordinators. Systematically review records of people being served. Review information stored on the I:Drive and make recommendations for correction and revisions. Review Plan of Services and Supports prior to submission to the Department of Mental Health. Train support coordinators in accordance with DMH Operational Standards, HRC Policies and Procedures and Medicaid Regulations. Assist in processing admissions to the ID/DD Waiver.

Applications will be accepted through Friday, February 15, 2019. If interested please contact Carolyn Jones at (601) 664-6175. Any candidate who is called for an interview must notify Carolyn Jones in writing of any reasonable accommodation (s) needed prior to the date of the interview.

**Hudspeth Regional Center is an Equal Opportunity Employer**

**“A DEPARTMENT OF MENTAL HEALTH FACILITY”**