

# HUDSPETH REGIONAL CENTER



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Director

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

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

To: All Departments  
From: Cassandra Walker, Unit I Administrator  
Date: February 7, 2019  
RE: Job Vacancy

**POSITION:**

Direct Care Alternate Supervisor – Birch Cottage, B-Shift

**HOURS:**

2:00 p.m. – 10:30 p.m.

**SALARY:**

\$24,092.36 Annually

**MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

Graduation from an accredited four (4) year high school or possession of a high school equivalency certificate (GED).

**AND**

Successful completion of the Direct Care Alternate Supervisor Training (DCAS).

**Required Document:** Applicant must attach a copy of his/her Direct Care Training Program Certificate and DCAS Training Certificate. .

**JOB DUTIES:**

- Assume the work duties of the Direct Care Supervisor during the time that he/she is absent
- Assist Direct Care Professional staff with active treatment as needed
- Ensures clients have appropriate clothing, shoes and grooming supplies
- Follow daily work schedules or instructions as assigned by the DCS
- In the absence of the DCS assume responsibility of scheduling BMT, mandated topics or other in-service activities
- Maintain time and attendance records

- Supervises the clothing inventory/count
- Follow all agency policies and ICF/IID Regulations
- Completes housekeeping duties as needed and assigned
- Completes paperwork as assigned
- Attend professional development in-services, IDT meetings, BMT and professional meetings

If you are currently employed at Hudspeth Regional Center, you must have worked at least six months to be eligible to request a transfer.

Applications will be accepted in the Human Resource Department through Friday, February 15, 2019. If interested please contact Cassandra Walker at (601) 664-6162.

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