

# HUDSPETH REGIONAL CENTER



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Director

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

## **POSITION:**

Direct Care Supervisor – Dogwood Cottage-A-Shift

## **HOURS:**

6:00 a.m. – 2:30 p.m.

## **SALARY:**

\$26,454.14 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:**

**Experience:** Six (6) months of experience as a MH-Direct Care Alternate Supervisor or MH-Direct Care Worker Advanced, with recommendation of supervisor based upon a successful Performance Development Assessment (PDA) rating.

**Required Training:** Successful completion of the Direct Care Supervisor Training Program approved by the Mississippi Department of Mental Health as verified by the employing agency; or completion of the MS State Personnel Board Supervisory Training Course.

## **JOB DUTIES:**

- Assigns general and specific tasks to direct care personnel to ensure the performance of all work required by facility policy.
- Monitors staff performance to ensure that all work is completed properly and as scheduled.
- Schedules and structures on-the-job training for Direct Care Trainees.
- Writes non-technical reports documenting patient behavior and activities; reviews similar reports written by subordinates to ensure compliance with facility standards.
- Supervise and/or performs housekeeping duties as well as the laundering and inventorying of resident linen and clothing.

- Orders and inventories all materials and supplies required by the unit.
- Notifies appropriate department of unit's need for assistance such as medical attention for patients or facility repairs
- Participates in the development of individual person centered plans/training programs.
- Attends and participates in all related in-service training sessions.
- Performs related or similar duties as required or assigned.
- Follow all agency policies and ICF/IDD Regulations.

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**