

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 – Support Coordination
DATE: February 11, 2019

Classification: MH-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:

- To provide assistance and supervision to staff for the ID/DD Waiver Program in the absence of the director.
- To provide assistance with training new Support Coordinators and provide consultation to Support Coordinators in the area of approved waiver services. Depending on the needs of the department, other duties may be assigned by the Director of Support Coordination.
- To provide assistance and supervision to Support Coordinators to ensure compliance with the Support Coordination Manual, Operational Standards, Record Guide, and DOM Administrative Codes.
- To provide assistance with reviewing Plans of Services and Supports/paperwork for waiver recertifications; assuming Support Coordinators' caseloads as assigned in their absence per the Director of Support Coordination to meet the department's needs.
- To maintain a caseload of five or less individuals in order to provide proper assistance, direction, and supervision in regard to proper record maintenance.
- Complies with Agency Policies/Procedures by complying with agency policies, plans, and decisions as well as promotes and supports high standards of confidentiality.
- To provide assistance in establishing and coordinating quality assurance/improvement processes.
- To assist in conducting monthly meetings with the Support Staff.
- To provide assistance in administering and maintains Performance Development Assessments on all staff to ensure compliance and arbitrate personnel issues.
- To provide assistance with overseeing the maintenance of records and report statistical data as needed.
- To provide assistance with enrolling people from the state-wide planning list into ID/DD Waiver.
- To provide assistance in ensuring staff is trained in the Long Term Services and Support System (LTSS).
- To provide assistance with communicating regularly with DMH staff regarding enrollment and recertification processes.

Applications will be accepted in the Human Resources Department through Friday, February 15, 2019. Qualified applicants may contact Carolyn Jones (601)-664-6175 with any questions. If you are currently employed at Hudspeth Regional Center, you must have worked for at least 6 months to be eligible for a transfer.

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