

# HUDSPETH REGIONAL CENTER



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Director

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TO: All Departments  
FROM: Kristin Jewell, Director Louisville Group Homes  
DATE: August 26, 2019  
RE: Job Vacancy – Direct Care Worker

**CLASSIFICATION:** Direct Care Worker/Housekeeper

**SALARY:** \$20,020.28

**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:**

**Education:** Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma);

OR

**Experience:** One year of documented experience as a MH-Direct Care Trainee.

**Required Training:** Successful completion of DMH-MH-Direct Care Worker Certificate Program within 90 days of hire date, as verified by the employing agency;

**JOB DUTIES:** Examples of work performed in this classification include, but are not limited to, the following:

- ❖ Assists clients in maintaining or regaining their optimal level of mental health or optimal functioning level.
- ❖ Conducts and assists with programs and activities for clients.
- ❖ Supervises, observes, accounts for and interacts with clients.
- ❖ Physical requirements - ability to lift and move clients and equipment.
- ❖ Administers basic life saving techniques.
- ❖ Participates in recreational/social activities and medical appointments as needed.

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- ❖ Accompanies residents to activities and programs outside the facility.
- ❖ Performs or assists in the performance of individual activities of daily living including but not limited to bathing, shaving, and brushing teeth.
- ❖ Uses appropriate behavior management techniques when interacting with individuals.
- ❖ Assists individuals with cleaning home, furniture, kitchen area and appliances, and bathrooms.
- ❖ Launders group home linens and towels.
- ❖ Assists with laundering the individuals clothing as needed.
- ❖ Attends and participates in all related in-service training sessions.
- ❖ Participates in team meetings and IPCPs.
- ❖ Orders and maintains supplies for the group home.
- ❖ Provides transportation to and from community jobs.
- ❖ Assists people with cleaning and maintaining bedroom areas.
- ❖ Assists with grocery shopping as needed.
- ❖ Conducts clothing inventory.
- ❖ Conducts personal property inventory.
- ❖ Performs related or similar duties as required or assigned.

**ADDITIONAL INFORMATION:**

**Please note applicants must provide evidence of valid automobile insurance as required by the State of Mississippi in order to be considered for this position.**

Applications will be accepted until the position is filled.  
If interested, please contact Kristin Jewell, 662-779-2105.

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