

# HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.  
Director

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**To:** All Departments  
**From:** Carolyn Jones, Director of Support Coordination  
**Re:** Vacancy – Support Coordinator (Two Contractual Positions)  
**Date:** August 26, 2019

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**Classification:**

ID/DD Waiver Support Coordinator (Two Contractual Positions)

**Annual Salary:**

\$16.00 – \$18.00/hour based on education and experience

**Experience/Educational Requirements:**

Applicants must have at least a Bachelor's Degree from an accredited four-year college or university in public health, health administration, nursing, public or business administration, urban or regional planning, education, or a related field; and Two (2) years of experience required, above average interpersonal and organizational skills, good writing, time management, and oral communication skills. Applicants should also have the ability and willingness to travel extensively within a 23 county catchment area, follow directions and adjust well to change. Computer skills are also required.

**Job Duties:**

Monitoring the ID/DD Waiver service provision, processing admissions to the ID/DD Waiver, writing social histories to justify the need for service, conducting needs assessments, locating services in the community, and consulting with service providers. A major part of the job involves maintaining program records.

Applications will be accepted in the Human Resources Department until the position is filled. If interested please contact Carolyn Jones, (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”**