

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

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TO: All Departments
FROM: Cassandra Walker – Unit I Administrator
DATE: September 5, 2019
RE: Job Vacancy – Qualified Intellectual Disabilities Professional

CLASSIFICATION: Coordinator Health Facility Quality Assurance

SALARY: \$33,935.89

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:

Master's Degree from an accredited four-year college or university; **AND** Five (5) years of experience related to the described duties, two (2) years of which must have included line or functional supervision.

OR

Bachelor's Degree from an accredited four-year college or university; **AND** Six (6) years of experience related to the described duties, two (2) years of which must have included line or functional supervision.

JOB DUTIES:

- Advocates for all assigned persons.
- Ensures the timely development, implementation and monitoring of assigned training and Individual Support Plans (ISP).
- Ensures the coordination and implementation of active treatment activities as well as physical, social and psychological goals.
- Serves as chairperson for the Interdisciplinary Team (IDT).
- Responsible for monitoring and reviewing all active treatment programs.
- Monitor/track person's progress in accordance with the ISP.
- Ensure compliance with ICF/IDD, licensure and DMD requirements.
- Complies with Agency policies and procedures.

“A DEPARTMENT OF MENTAL HEALTH FACILITY”

Applications will be accepted through **September 12, 2019** in the Human Resources Department. If you are currently employed at Hudspeth Regional Center, you must have worked for at least 6 months to be eligible for a transfer. If you have any questions, please contact Cassandra Walker, (601) 664-6162.

The State of Mississippi/Hudspeth Regional Center is an Equal Opportunity Employer