

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

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TO: All Departments
FROM: Toni Moore, Programmatic Director
DATE: September 5, 2019
RE: Job Vacancy – Shift Supervisor

CLASSIFICATION: Residence Services Program Supervisor (3 Positions)

SALARY: \$24,495.98

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:

A Bachelor's Degree from an accredited four-year college or university.

OR

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); **AND** Four (4) years of experience in work related to the described duties.

Substitution Statement: Related education and related experience may be substituted on an equal basis.

JOB DUTIES (include but are not limited to):

- ❖ Responsible for supervising the overall daily operations of the Direct Care Services component of the units. The Residential Services Program Supervisor is responsible for assisting the Coordinator of Direct Care Services in ensuring that the cottages in the Unit within which they are assigned comply with all ICF/IID and DMH rules and other state regulations.
- ❖ Ensures the compliance of the New Employee Checklist Training within the first 30 days of employment. Conduct employee reviews and feedback session as necessary with each employee as well as annual evaluation. Ensure appropriate coverage for the cottages
- ❖ Supervises Cottage Supervisors/Alternate Supervisors in all aspects of the cottage/building activities for an eight-hour shift.
- ❖ Develop and assign daily work schedules, provide direction and guidance to staff as needed, and solve problems occurring between shifts and/or Unit staff following personnel policies and procedures.

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- ❖ Ensure coverage for all cottages and handle emergency situations after working hours and on week-ends. Utilize the call back system when necessary due to staff shortage.
- ❖ Ensure cottage programs and active treatment is appropriate and implemented as scheduled.
- ❖ Administers and maintains Performance Development Assessments on all Direct Care Supervisors on to ensure compliance and arbitrate personnel issues.
- ❖ Inspects cottages and evaluates needs for repairs and arranges for these repairs Reviews reports and records submitted by subordinate employees.
- ❖ Confers with departmental head concerning problems of major importance.
- ❖ Notify Unit Coordinator of Direct Care Services and/or Unit Administrator of all incidents of individual abuse/neglect/exploitation. Initiate investigation procedures.
- ❖ Monitor attendance and make appropriate recommendations for disciplinary action
- ❖ Completes within a specified timeframe special projects assigned or approved by the Coordinator of Direct Care Services and/or Unit Administrator.
- ❖ Monitors to ensure the environmental, maintenance and housekeeping needs of the cottages are reported to the appropriate personnel and completed.
- ❖ Responsible for ensuring all staff are adequately trained in appropriate areas, the Mandt system, and monthly mandated topics.
- ❖ Attends and participates in professional development training activities.

Applications will be accepted through Thursday, September 12, 2019. If interested please contact Toni Moore, 601-664-6092. Any candidate who is called for an interview must notify Toni Moore in writing of any reasonable accommodation(s) needed prior to the date of the interview. If you are currently employed at Hudspeth Regional Center, you must have worked at least six (6) months to be eligible to request a transfer.

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