

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: Job Vacancies – Support Coordinator
Date: October 15, 2019

Classification:

Health Program Specialist, Senior (3 Positions)

Annual Salary:

\$29,542.02

Experience/Educational Requirements:

Education: A Master'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** One (1) year of experience in work related to the described duties.

OR

Education: 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 related to the described duties.

Applicants must be above average in 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:

Monitor the provision of ID/DD Waiver services. Make monthly phone contacts, face to face visits and quarterly visits to persons receiving services. Conduct needs assessments and locates services in the community. Consult regularly with service providers. A major part of the job involves maintaining program records.

Applications will be accepted in the Human Resources Department through October 25, 2019. 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.

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

“A DEPARTMENT OF MENTAL HEALTH FACILITY”