

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

100 Hudspeth Center Dr.
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Whitfield, Mississippi 39193

(601) 664-6000
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To: All Departments
From: Cassandra Walker, Unit I Administrator
Date: September 11, 2020
RE: Job Vacancy

POSITION:

MH-Active Treatment Technician Trainee

SALARY:

\$24,438.01

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:

Successful passage of thirty (30) semester hours of junior or senior college course work.

JOB DUTIES:

- Assists the Behavioral Health Specialist in performing his/her job duties
- Assists in implementing written behavioral and therapeutic programs for individuals
- Assists in monitoring and recording individuals behavior
- Compile data documentation as related to behavioral data, sleep data or other data.
- Provides assistance to individuals in active treatment programs
- Performs data entry in various software programs
- Assists the Behavioral Health Specialist in conducting inter-rater reliability sessions, in-services and behavior drills

- Assists Behavioral Health Specialist in training staff on implementation of behavior management techniques and individual behavior support plans
- Presents data in conferences with psychiatrists, doctors, nurses, social workers and other staff members in the absence of the Behavioral Health Specialist
- Attends and participates in team meetings, min-team meetings, psychiatric consultations and professional development in-service training activities
- Complies with agency policies and procedures and ICF/IDD Regulations
- Performs other duties as assigned

Applications will be accepted in the Human Resource Department through September 21, 2020
Should you have any questions, please contact Cassandra Walker, Unit Administrator at (601)
664-6162.

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