

# 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:** Jamesia Gilbert, Director of Targeted Case Management  
**Re:** Vacancy – Targeted Case Manager (Contractual Position(s))  
**Date:** September 11, 2020

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**Classification:**

ID/DD CSP Targeted Case Manager (Contractual Position(s))

**Annual Salary:**

\$17.00 – \$20.00/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 Targeted Case Management service provision.
- Processing admissions to the IDD CSP Targeted Case Management program.
- Writing reports to justify the need for service.
- Conducting needs assessments.
- Locating services in the community and consulting with service providers.
- Maintaining program records.

Applications will be accepted until position is filled.

If interested please contact Jamesia Gilbert, 601-664-6074.

Any candidate who is called for an interview must notify Jamesia Gilbert in writing of any reasonable accommodation(s) needed prior to the date of the interview.

**Hudspeth Regional Center is an Equal Opportunity Employer**