

# HUDSPETH REGIONAL CENTER



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Director

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To: All Departments  
From: Cassandra Walker, Unit I Administrator  
Date: September 10, 2020  
RE: Job Vacancy – Teacher Aide

**POSITION:** Teacher Aide - Direct Care Worker – Oaks Cottage

**SALARY:** \$20,020.28

## **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:**

Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma); **OR** One year of documented experience as a MH-Direct Care Trainee.

**Required Training:** Successful completion of DMH-MH-Direct Care Worker Certificate Program within 90 days of hire date, as verified by the employing agency.

**Required Document:** Applicant must attach a copy of his/her Direct Care Training Program Certificate.

## **JOB DUTIES:**

Assists the Teacher with implementation and supervision of the educational program; Responsible for assisting the teacher with documentation of clients' performance on individual goals and completing monthly progress notes; Completes preliminary planning meeting forms, evaluations, and written training objectives as assigned; Attends and participates in required Interdisciplinary team meetings and mini-meetings; Attends and participates in required Staff Development in-service training activities.

Applications will be accepted in the Human Resources Department through September 18, 2020.  
If interested please contact Cassandra Walker, 601-664-6162.

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

“A DEPARTMENT OF MENTAL HEALTH FACILITY”