

HUDSPETH REGIONAL CENTER



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Director

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TO: All Departments
FROM: Tim Drane, Assistant Director
DATE: December 16, 2020
RE: Job Vacancy – Residence Services Program Supervisor

CLASSIFICATION: MH-Direct Care Supervisor – Kosciusko Group Homes

SALARY: \$26,454.14

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:

EXPERIENCE:

Six (6) months of experience as a MH-Direct Care Alternate Supervisor or MH-Direct Care Worker Advanced, with recommendation of supervisor based upon a successful Performance Development Assessment (PDA) rating.

REQUIRED TRAINING:

Successful completion of the Direct Care Supervisor Training Program approved by the Mississippi Department of Mental Health as verified by the employing agency; or completion of the MS State Personnel Board Supervisory Training Course.

JOB DUTIES (include but are not limited to):

- ❖ Responsible for supervising the overall daily operations of the Direct Care Services component of the group homes. The RSS is responsible for assisting the Group Home Director in ensuring that the group homes which are located on separate premises comply with all ICF/IID and DMH rules and other state regulations.
- ❖ Ensures the compliance of the Community Services 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 group homes including interviewing and recommendations for hiring.
- ❖ Supervise all Residential Services staff including employee grievances, investigations, promotions and disciplinary actions.

- ❖ Develop and assign daily work schedules, provide direction and guidance to staff as needed, and solve problems occurring between shifts and/or Residential Services staff following personnel policies and procedures.
- ❖ Perform administrative functions related to the operation of the group homes including inspecting and evaluating the need for home repairs, reviewing reports and records submitted by subordinates and conferring with department directors concerning major problems. Utilizes the call-back procedure when necessary due to staff shortage.
- ❖ Performs AOD duties as outlined by the policies and procedures for the ICF/IID group homes.
- ❖ Ensures active treatment is carried out for all people receiving services.
- ❖ Administers and maintains Performance Development Assessments on all staff to ensure compliance and arbitrate personnel issues.
- ❖ Demonstrates client movement towards greater independence, productivity, and community integration.
- ❖ Completes within a specified timeframe special projects assigned or approved by the Director of Community Residential Programs.
- ❖ Provides administrative oversight and support to all programs.
- ❖ Monitors to ensure the environmental, maintenance and housekeeping needs of the homes are reported and completed.
- ❖ Purchase groceries for both homes to ensure adequate food purchases within the community.
- ❖ Responsible for ensuring all staff are adequately trained in appropriate areas, the Mandt system, and monthly Mandated topics.

Applications will be accepted through Wednesday, December 23, 2020. If interested please contact Tim Drane, (601)664-6102. Any candidate who is called for an interview must notify Tim Drane in writing of any reasonable accommodation(s) needed prior to the date of the interview.

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