

# HUDSPETH REGIONAL CENTER



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Director

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TO: All Departments  
FROM: Windy Shields, Director Kosciusko Group Homes  
DATE: April 7, 2021  
RE: Job Vacancy – Direct Care Worker

**CLASSIFICATION:** Direct Care Worker (Housekeeper) 7:00 a.m. - 3:30 p.m.

**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:**

**Education:** Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma);

**OR**

**Experience:** 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;

**Job Duties include, but are not limited to, the following:**

- Reports needed repairs and sees that the repair work is satisfactorily completed.
- Assist with meal preparation, serving and cleaning up as needed.
- Accompany people to the beauty shop appointments, and other assigned appointments.
- Some lifting is required and assistance at Day Center on occasion.
- Maintain all assigned areas in a clean and sanitary condition each day both inside and outside.
- Operate various types of cleaning equipment.
- Assist with purchasing groceries.
- Keep shed organized and accurate count of supplies.
- Perform other duties as required.

**ADDITIONAL INFORMATION:** Please note applicants **must** provide evidence of valid automobile insurance as required by the State of Mississippi in order to be considered for this position.

Applications will be accepted until the positions are filled. If interested, please contact Windy Shields, 662-289-3421.

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

“A DEPARTMENT OF MENTAL HEALTH FACILITY”