

HUDSPETH REGIONAL CENTER



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Director

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TO: ALL DEPARTMENTS
FROM: Robbyn King, Director Meridian Group Homes
DATE: May 5, 2021
RE: Job Vacancy – Meridian Group Homes

CLASSIFICATION: Direct Care Supervisor (B-Shift)

SALARY: \$26,454.14 Annually

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:

- Assigns general and specific tasks to direct care personnel to ensure the performance of all work required by facility policy
- Assist Direct Care Professional staff with active treatment as needed
- Monitors staff performance to ensure that all work is completed properly and as scheduled
- Scheduled and structures on-the-job training for Direct Care Trainees
- Writes non-technical reports documenting patients behavior and activities; reviews similar reports written by subordinates to ensure compliance with the facility standards
- Supervise and/or performs housekeeping duties as well as the laundering and inventorying of resident linen and clothing
- Participates in the development of individual person centered plans/training programs
- Performs related or similar duties as required or assigned
- Ensures individuals have appropriate clothing, shoes and grooming supplies
- Maintain time and attendance records
- Maintain the efficient operation of the group home in accordance with the policies and procedures, as well as, ICF/IDD regulations
- Documentation on daily shift logs, sleep logs, and log book.
- Develop shift schedule
- Attend professional development in-services, IDT meetings, BMT and professional meetings

Applications will be accepted until the positions are filled.
If interested, please contact Robbyn King, 601-482-7707.

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

“A DEPARTMENT OF MENTAL HEALTH FACILITY”