

# 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: Anedra Longstreet, Brandon and Rankin Group Homes Director  
Date: October 10, 2023  
RE: Job Vacancies

**POSITION:** Support Care Professional Team Lead (B Shift Position)

**SALARY:** \$31,744.97 - \$39,060.19

## **EXPERIENCE / EDUCATIONAL REQUIREMENTS:**

Graduation from an accredited four-year high school or equivalent (GED or High School Equivalency Diploma); AND Three (3) – Five (5) years of experience. May require a Certified Nurse Assistant (CNA) designation.

**Required Training:** Successful completion of the Direct Care/Support Care Professional 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.

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

## **JOB DUTIES:**

- Assigns general and specific tasks to Support Care personnel to ensure the performance of all work required by facility policy.
- Assist Support 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 Support Care Professional.
- 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.
- Document on daily shift logs, sleep logs, and logbook.
- Develop shift schedule.
- Attend professional development in-services, IDT meetings, BMT and professional meetings.

**Applicants must be eligible to drive a state vehicle - have personal liability car insurance, a valid driver's license, and a good driving record.**

**Upon contingent employment offer, employees must complete a background check, pre-employment drug test, and submit proof of COVID-19 vaccination or accommodation request.**

Applications will be accepted through Friday, October 20, 2023, in the Human Resources Department located in the Noblin Building. If you have any questions, please contact Anedra Longstreet at 601-825-4885.