

# HUDSPETH REGIONAL CENTER



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Director

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TO: All Departments  
FROM: Kellie Stewart, Director Morton Group Homes  
DATE: September 25, 2024  
RE: Job Vacancy – Nurse III

## **CLASSIFICATION:** Nurse III

**Experience/Educational Requirements:** Certification\Licensure Requirements: A valid license to practice as a Registered Nurse in the State of Mississippi and Two (2) or more years of experience as a Registered Nurse.

**Documentation Required:** Applicant must attach a valid copy of his/her license to practice as a Registered Nurse in the State of Mississippi.

## **JOB DESCRIPTION**

Provide nursing care for people with intellectual/developmental disabilities ensuring their health, safety and progress toward greater independence in a group home setting. Competencies expected include compassion, integrity/honesty with a high work ethic, accountability, best practices of nursing care for the IDD population, and excellent interpersonal and communication (written and verbal) skills.

Examples of Work duties include the following; however, this list is not all inclusive:

- ❖ Coordinate the services of outside health care provider for individuals with the goal of the individual learning to arrange services for him or herself.
- ❖ Performs nursing related duties including administers medications within 30 minutes of scheduled time; observes/notices changes in individual's health and reports changes according to policy and procedure; completes quarterlies, MARs and necessary paperwork as noted in the manual.
- ❖ Develops and writes appropriate evaluation reports associated with the IPCP, monthly progress reports, admission reports, program revisions, and discharge reports. All paperwork is submitted within established timelines.
- ❖ Actively participates in interdisciplinary team meetings by providing suggestions, feedback and recommendations for program development of clients served. Attends 100% of monthly community service trainings via DVD and sign attendance forms, Mandt trainings, CPR certification, and scheduled shift meetings.

- ❖ Client involvement in community activities. Promotes and helps coordinate individual involvement and participation in the community.
- ❖ Coordinate dietary service for individuals, ensuring that each individual receives nutritious, well-balanced meals and snacks.
- ❖ Operate a state-owned vehicle. Staff will also maintain driver's license and insurance coverage.
- ❖ Staff will maintain nursing license and renew license as required by the State of Mississippi.
- ❖ Related duties/projects as assigned.
- ❖ Perform on-call responsibilities with other nurses on rotation. Performs other duties as requested and initiates or volunteers for other duties within scope of practice.
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**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 should be submitted to the Human Resources Department and will be accepted through Friday, October 11, 2024. If you should have questions, please contact Kellie Stewart, at 601-732-8791. Any candidate who is called for an interview must notify Kellie Stewart in writing of any reasonable accommodation(s) needed prior to the date of the interview.

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