

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: Tunya Shirley, Unit I Administrator
Re: Vacancy – Program Specialist II
Date: November 19, 2024

Position: Program Specialist II – (2 Positions)

Annual Salary: \$33,600.00 - \$45,864.00

Experience/Educational Requirements: Typically requires a Bachelor's degree and One (1) – Three (3) years of experience.

JOB DUTIES (include but are not limited to):

- Assists in planning and conducting recreational/leisure activities and special events.
- Attend weekly IDT meetings.
- Maintain accurate documentation on individual participation using appropriate forms.
- Participates in facility sponsored functions after regular work hours and on week-ends.
- Implements specific individual programs and documents daily progress.
- Drives van for off campus field trips.
- Completes field trip itinerary forms, money request forms and all other forms pertinent to activities/field trips.
- Completes paperwork as assigned.
- 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 in the Human Resource Department through Friday, December 6, 2024. Should you have any questions, please contact Tunya Shirley, Unit I Administrator at (601) 664-6162. Any candidate who is called for an interview must notify Tunya Shirley in writing of any reasonable accommodation needed prior to the date of the interview.

The State of Mississippi/Hudspeth Regional Center in an Equal Opportunity Employer