

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: April Jackson, Unit II Administrator
Re: Vacancy – Program Specialist II
Date: November 19, 2024

Position: Program Specialist II – (1 Position)

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 April Jackson, Unit II Administrator at (601) 664-6202. Any candidate who is called for an interview must notify April Jackson 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