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: Jerrie T. Barnes, Director
Date: March 5, 2025
RE: Job Vacancy – Program Specialist III – Unit I

Classification: Program Specialist III

SALARY: $43,509.31 – $59,390.21

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

A Bachelor's Degree from an accredited four-year college or university; **AND** two (2) to four (4) years of experience.

Examples of Job Duties (not an all inclusive list)

- ✓ Supervises the implementation of educational programming from the Individual Service Plan.
- ✓ Assesses an individual and develops programming goals that are appropriate for the functioning level of the individual.
- ✓ Writes evaluation reports, training programs, monthly progress notes, Preliminary Evaluation Plans, Discharge Plans, and revisions in the computer using a data management program.
- ✓ Attends and participates in Team meetings, staff meetings, and professional development training activities.
- ✓ Completes duties and/or projects as assigned by the Supervisor.
- ✓ Complies with Agency policies and procedures.
- ✓ Promotes and helps coordinate community outings/activities/events.

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, March 21, 2025. If you have any questions, please contact Human Resources at (601) 664-6080. Any candidate who is called for an interview must notify Jerrie Barnes in writing of any reasonable accommodation needed prior to the date of the interview.

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

"A DEPARTMENT OF MENTAL HEALTH FACILITY"