

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

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TO: All Departments
FROM: Carolyn Jones, Director of Support Coordination Department
DATE: February 10, 2025
RE: Job Vacancy – Social Services Program Coordinator III

Classification: Social Services Program Coordinator III (3 Positions)

Annual Salary: \$36,624.00 - \$49,991.76

Experience/Educational Requirements: Typically requires a Bachelor's Degree and four (4) – seven (7) years of experience.

Applicants must be above average in interpersonal and organizational skills, good writing, time management, and oral communication skills. Applicants should also have the ability and willingness to travel extensively within a 23 county catchment area, follow directions and adjust well to change. Computer skills are also required.

Job Duties:

Monitor the provision of ID/DD Waiver services. Make monthly phone contacts, face to face visits and quarterly visits to persons receiving services. Conduct needs assessments and locates services in the community. Consult regularly with service providers. A major part of the job involves maintaining program records.

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, February 21, 2025. Should you have any questions, please contact Carolyn Jones at 601-664-6175. Any candidate who is called for an interview must notify Carolyn Jones 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

“A DEPARTMENT OF MENTAL HEALTH FACILITY”