

# HUDSPETH REGIONAL CENTER



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Director

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Post Office Box 127-B  
Whitfield, Mississippi 39193

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Fax: (601) 354-6945

TO: All Departments  
FROM: April Jackson – Unit II Administrator  
DATE: September 25, 2024  
RE: Job Vacancy – Shift Supervisor Unit II

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**CLASSIFICATION:** Support Care Professional Supervisor (1 – B-Shift Supervisor)

**SALARY:** \$33,600.00 - \$41,894.89

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:** Requires Five (5) years of related experience, and 1-2 years of supervisory experience. May require some college credits by hiring agency and/or a Certified Nurse Assistant (CNA) designation.

**JOB DUTIES** (include but are not limited to):

- ❖ Responsible for supervising the overall daily operations of the Support Care Professional Services component of the units. The Shift Supervisor is responsible for assisting the Coordinator of Direct Care Services in ensuring that the cottages in the Unit within which they are assigned comply with all ICF/IID and DMH rules and other state regulations.
- ❖ Ensures the compliance of the New Employee Checklist Training within the first 30 days of employment. Conduct employee reviews and feedback session as necessary with each employee as well as annual evaluation. Ensure appropriate coverage for the cottages.
- ❖ Supervises Cottage Supervisors in all aspects of the cottage/building activities for an eight-hour shift.
- ❖ Develop and assign daily work schedules, provide direction and guidance to staff as needed, and solve problems occurring between shifts and/or Unit staff following personnel policies and procedures.
- ❖ Ensure coverage for all cottages and handle emergency situations after working hours and on week-ends. Utilize the call back system when necessary due to staff shortage.
- ❖ Ensure cottage programs and active treatment is appropriate and implemented as scheduled.
- ❖ Administers and maintains Performance Development Assessments on all Cottage Supervisors on to ensure compliance and arbitrate personnel issues.
- ❖ Inspects cottages and evaluates needs for repairs and arranges for these repairs.
- ❖ Reviews reports and records submitted by subordinate employees.
- ❖ Confers with departmental head concerning problems of major importance.
- ❖ Notify Unit Coordinator of Support Care Professional Services and/or Unit Administrator of all incidents of individual abuse/neglect/exploitation. Initiate investigation procedures.
- ❖ Monitor attendance and make appropriate recommendations for disciplinary actions.
- ❖ Completes within a specified timeframe special projects assigned or approved by the Coordinator of Direct Care Services and/or Unit Administrator.
- ❖ Monitors to ensure the environmental, maintenance and housekeeping needs of the cottages are reported to the appropriate personnel and completed.
- ❖ Responsible for ensuring all staff are adequately trained in appropriate areas, the Mandt system, and monthly mandated topics.
- ❖ Attends and participates in professional development training activities.

“A DEPARTMENT OF MENTAL HEALTH FACILITY”

**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 through Friday, October 11, 2024, in the Human Resources Department. If you have any questions, please contact April Jackson, (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 is an Equal Opportunity Employer**