

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

100 Hudspeth Center Dr.
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To: All Departments
From: Anedra Longstreet, Brandon and Rankin Group Homes Director
Date: September 30, 2024
RE: Job Vacancy

POSITION: Support Care Professional Team Lead (B and C Shifts)

SALARY: \$31,744.97 - \$39,060.19

EXPERIENCE / EDUCATIONAL REQUIREMENTS:

Graduation from an accredited four-year high school or equivalent (GED or High School Equivalency Diploma); AND Three (3) – Five (5) years of experience. May require a Certified Nurse Assistant (CNA) designation.

Required Training: Successful completion of the Direct Care/Support Care Professional Training Program approved by the Mississippi Department of Mental Health as verified by the employing agency; or completion of the MS State Personnel Board Supervisory Training Course.

Required Document: Applicant must attach a copy of his/her Direct Care/Support Care Professional Training Program Certificate and Supervisor Training Certificate.

JOB DUTIES:

- Assigns general and specific tasks to Support Care personnel to ensure the performance of all work required by facility policy.
- Assist Support Care Professional staff with active treatment as needed.
- Monitors staff performance to ensure that all work is completed properly and as scheduled.
- Scheduled and structures on-the-job training for Support Care Professional.
- Writes non-technical reports documenting patients' behavior and activities; reviews similar reports written by subordinates to ensure compliance with the facility standards.
- Supervise and/or performs housekeeping duties as well as the laundering and inventorying of resident linen and clothing.
- Participates in the development of individual person-centered plans/training programs.
- Performs related or similar duties as required or assigned.
- Ensures individuals have appropriate clothing, shoes, and grooming supplies.
- Maintain time and attendance records.
- Maintain the efficient operation of the group home in accordance with the policies and procedures, as well as, ICF/IDD regulations.
- Document on daily shift logs, sleep logs, and logbook.
- Develop shift schedule.
- 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 Resources Department until the position is filled. If interested, please contact Anedra Longstreet at (601) 825-4885.