

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

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TO: ALL DEPARTMENTS
FROM: Anedra Longstreet, Director Brandon/Rankin Group Homes
DATE: November 18, 2024
RE: Job Vacancy – Brandon/Rankin Group Homes

POSITION: Support Care Professional Team Lead (Alternate Supervisor)

SALARY: \$28,542.30 - \$38,960.24

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

High School Diploma or high school equivalency, and Three (3)-Five (5) years of experience.
May require a Certified Nurse Assistant (CNA) designation.

Required Training: Successful completion of DMH-MH-Support Care Professional Certificate Program within 90 days of hire date, as verified by the employing agency.

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

JOB DUTIES:

- Assumes the work duties of the Support Care Professional Team Lead during the time that he/ she is absent.
- Assist Support Care Professional staff with Active Treatment as needed.
- Ensure individuals have appropriate clothing, shoes and grooming supplies.
- Monitors staff performance to ensure that all work is completed properly and as scheduled.
- Follows daily work schedules or instructions as assigned by the Support Care Professional Team Lead.
- In the absence of the Support Care Professional Team Lead, he/she assumes the responsibility of scheduling BMT, mandated topics, and other activities.
- Maintains time and attendance records.
- Maintain the efficient operation of the group home in accordance with the policies and procedures, as well as ICF/ IID regulations.
- Supervises the clothing inventory/ count.
- Documents on the daily shift logs, sleep logs, and log book.
- Completes assigned paperwork.
- Attends professional development in-services, IPCP 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 until the position is filled. If interested, please contact Anedra Webster at (601) 825-4885. Any candidate who is called for an interview must notify Anedra Webster 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"