

## **Introduction**

Mississippi State Hospital is a publicly funded behavioral health program of Mississippi Department of Mental Health. The hospital is located on a 350-acre campus in Whitfield, MS, 15 miles southeast of Jackson, the state capital. Mississippi State Hospital operates 476 hospital beds and is accredited by the Joint Commission. The program also includes 379 licensed nursing home beds.

## **Deadlines/Timelines**

Contract Worker RFQ issue date: February 10, 2016

Resume Submission Deadline: March 2, 2016

Selection Completed: March 31, 2016

## **How to Apply**

To apply for this position, please personally deliver your resume to the Personnel Department on Building 61, 3550 Hwy 468 West, Whitfield, MS 39193. Additionally, **original** documentation verifying your education is required with the resume. The resume should describe your education and prior work history, including all relevant work experience, and job related certifications/licenses (CPR, CNA, etc). The resume should include the name and current contact information of at least three references, preferably references familiar with your job skills. The resume should include your current contact information (address, email, phone number). The resume must be received by MSH no later than March 2, 2016 at 12p/noon. Incomplete resume packets (resume, references, and original education documentation) will not be accepted. If MSH is unable to contact your references based upon the contact information you provide, your resume could be rejected. Resume packets received after March 2, 2016 by 12p/noon will not be considered.

## **CHARACTERISTICS OF WORK:**

This is semi-skilled level work in the care and supervision of patients/residents at MSH. Workers assist patient/residents in all areas of physical care and assume total responsibility for the hygiene of patients/residents who are unable to independently perform such tasks. Other duties include general housekeeping assignments, participating in social and recreational activities of the patient/residents, and writing nontechnical reports related to patient/resident behavior and activity.

## **EXAMPLES OF WORK:**

Examples of work performed in this classification include, but are not limited to, the following:

- Checks and records patient/resident conditions such as vital signs and weight.
- Administers basic life saving techniques.
- Directs and participates in recreational and social activities for patients/residents.
- Collects urine, stool, and sputum specimens for clinical tests.
- Turns and positions non-ambulatory patients/residents.

- Performs or assists in the performance of patient/resident activities of daily living including but not limited to bathing, shaving, and brushing teeth.
- Uses appropriate behavior management techniques when interacting with patient/resident.
- Cleans classroom, furniture, kitchen area and appliances, and bathrooms.
- Launders and inventories patient/resident linen and clothing.
- Attends and participates in all related in-service training sessions.
- Performs related or similar duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education:**

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma).

#### **Physical Requirements:**

- These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.
- Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.
- Vision: Requires the ability to perceive the nature of objects by the eye.
  - Near Acuity: Clarity of vision at 20 inches or less.
  - Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.
  - Far Acuity: Clarity of vision at 20 feet or more.
  - Depth Perception: Ability to judge distance and space relationships so as to see objects where and as they actually are.
  - Field of vision: Ability to observe an area up or down/left or right while eyes are fixed on a given point.
  - Accommodation: Ability to adjust focus.
  - Color Vision: Ability to identify colors.
- Speaking/Hearing: Ability to give and receive information through speaking and listening skills.
- Smell: Ability to use the sense of smell to recognize and distinguish odors.
- Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms stoop, kneel, crouch, or bend. The incumbent is occasionally required to sit; and climb or balance.

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

**Compensation and Hours Worked:**

The hours for this position will be up to 24 hours per week. MSH is a 24 hour facility and is recruiting for **2 shifts (3p-11:30p, and 11p-7:30a) to be work between 3 p on Friday through 7:30a on Monday.** Shift assignment varies, depending on the agency need. The pay rate is \$10.00 an hour.

**Selection Process:**

The MSH Employment Services Director will review all resumes which are completed and timely submitted. The selection committee (Employment Services representative and hiring department representative) will select the most qualified candidates for the interview.

Selection criteria will be performed using a standard, 100 point scoring scale. Weighed scoring criteria will be as follows:

- |                                   |           |       |
|-----------------------------------|-----------|-------|
| ○ Healthcare related experience   | 40 points | (40%) |
| ○ Current Certification/Licensure | 20 points | (20%) |
| ○ Education                       | 20 points | (20%) |
| ○ Interview                       | 20 points | (20%) |

After the interviews are completed, the committee will recommend the top candidates for employment opportunity. The hiring department representative will select the individual to be offered the position.

**Term of Contract:**

The start date for this contract worker is the date the contract is approved by Personnel Services Contract Review Board and subsequently signed by the selected individual and the Hospital Director of MSH. The end date is June 30, 2016.

**MSH Contact and Questions:**

All questions should be directed to

Mr. Denorris Skinner, Employment Services Director

601.351.8203

[skinnde@msh.state.ms.us](mailto:skinnde@msh.state.ms.us)

or

Ms. Jaqueline Hollins, Inpatient Services

601.351.8248

[hollija@msh.state.ms.us](mailto:hollija@msh.state.ms.us)