

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 17, 2016

Resume Submission Deadline: March 9, 2016

Selection Completed: March 31, 2016

How to Apply

To apply for this position, please send an email attaching your cover letter and resume to bobby.blanks@msh.state.ms.us. The resume should describe your education and prior work history, including all relevant work experience. The resume must be received by MSH no later than March 9, 2016. The cover letter 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). Incomplete resumes and/or cover letters will not be accepted. If MSH is unable to contact your references based upon the contact information you provide, your resume could be rejected. Resumes and/or cover letters received after March 9, 2016 will not be considered.

Characteristics of Work:

Contract worker agrees to assist Policy Director in working with division and department directors in writing, revising, implementing, and evaluating the efficiency of policies and procedures along with any other duties assigned as the duties relate to policy. The providing Hospital agrees to provide adequate facilities, equipment, and supplies as necessary for the contract worker to properly perform his/her duties under this agreement.

Examples of Work:

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

- 1) Track when policies are coming up for review.
- 2) Provide notice to division and department directors when policies are coming up for review.
- 3) Receive policies from division and department directors once policies have been reviewed by them.

- 4) Review policies and then submit said policies to the Executive Committee of the Hospital for its review of the policies.
- 5) Disseminate the policies approved by the Executive Committee of the Hospital to the division and department directors.
- 6) Upload approved policies to the Mississippi State Hospital's intranet.

Minimum Qualifications:

High school graduate or GED or High School Equivalency Diploma equivalent.

AND

Experience:

At least one year of experience in coordinating policies or related work.

Physical Requirements:

The work is considered to be light lifting and includes climbing stairs. Applicant must be able to read and comprehend written and verbal instructions along with giving and receiving information through reading, speaking, and listening.

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 contract worker will provide services at the rate of **\$16.05 per hour**, not to exceed 20 hours per week.

Selection Process:

The Policy Director will review all resumes which are completed and timely submitted. The resumes will then be submitted to a selection committee to select the most qualified candidates for interviews. After the interviews are completed, the committee will recommend the top candidates for employment opportunity. The Policy Director will then select the individual to be offered the position.

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

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|--|-----------|-------|
| o Experience in working with Microsoft Office Word and Excel | 50 points | (50%) |
| o Experience in working with policies | 20 points | (20%) |
| o Education | 20 points | (20%) |
| o Interview | 10 points | (10%) |

Term of Contract:

The start date for this contract worker is the date the contract is approved by the Department of Mental Health Board and subsequently signed by the selected individual and the Hospital Director of MSH. The end date is June 30, 2017.

MSH Contact and Questions:

All questions should be directed to

Bo Blanks, Policy Director

bobby.blanks@msh.state.ms.us