

REQUEST FOR QUALIFICATIONS **SUPPORT COORDINATOR**

Introduction

Hudspeth Regional Center is one of five state operated comprehensive regional programs for individuals with intellectual and developmental disabilities. The facility is operated under the administration of the Department of Mental Health, Bureau of Intellectual and Developmental Disabilities. Hudspeth Regional Center is a licensed Intermediate Care Facility for Individuals with Intellectual Disabilities (IID) which provides 24 hour care. Hudspeth Regional Center is located off Hwy 475 in Whitfield, MS and provides services throughout 23 counties in Central Mississippi.

Deadlines/Timelines

Contract Worker RFQ issue date: September 23, 2015

Application Submission Deadline: Until all positions are filled

How to Apply

To apply for this position, please complete a State of MS employment application and personally deliver it to the Human Resources Department at 100 Hudspeth Center Drive (off Hwy 475), Whitfield, MS 39193. The application must be completed in its entirety inclusive of your education and prior work history, all relevant work experience, and character references preferably from those familiar with your job skills. In addition, **original** documentation verifying your education, driver's license, and social security card will be required. You will also have to complete a child abuse registry application.

CHARACTERISTICS OF WORK:

This is professional and/or supervisory work in implementing, coordinating, monitoring, and evaluating a public health program. Work involves providing guidance and technical expertise to persons engaged in planning, implementing, and administering a health program. Incumbents participate in research activities, statistical data collection, completion and submittal of program reports, development of grant proposals, establishment of uniform procedures and standards of operation, and other administrative functions. Supervision may be exercised over lower-level specialists and other program personnel, and is received from an administrative superior.

EXAMPLES OF WORK:

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

- Participates in the collection and maintenance of statistical records relating to health program activities for a case load of up to 35 people.
- Coordinates required correspondence for people on the case load monthly via telephone contact and quarterly via face to face visit.
- Coordinate with people on the case load and their families to assure they are linked and set up to receive the services they need.
- Coordinates program activities with other agency departments.
- Assist families through the process for recertification of benefits to receive services. Participates in field inspections to ensure grant monies have been expended for purpose state in grant applications.
- Conducts annual Plan of Services and Supports meeting
- Submits required documentation and paperwork to the Department of Mental Health.
- Performs related or similar duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education:

A Master's Degree from an accredited four-year college or university in public health, health administration, nursing, public or business administration, urban or regional planning, education, or a related field;

AND

Experience:

One (1) year of experience in work related to the described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in public health, health administration, nursing, public or business administration, urban or regional planning, education, or a related field;

AND

Experience:

Two (2) years of experience related to the described duties.

Additional Qualifications:

A valid MS driver's license and automobile insurance

AND

Must also be able to apply for DMH credentials

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.

- Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 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.
Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.
- Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms and stoop, kneel, crouch, or bend; and climb or balance.. The incumbent is frequently required to walk.
- **Interview Requirements**

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 20-40 hours per week. The work schedule is 8:00 a.m. – 4:30 p.m. or varied depending on the need of the agency. The pay rate is \$16.00 an hour.

Selection Process:

HRC Human Resources staff will review all application packets completed and submitted in a timely manner. Qualified applicants will be forwarded to the hiring department directors and the most qualified candidates will be selected for interviews. After the interviews are completed, the department director will select the individual to be offered the position

Term of Contract:

The start date for this contract worker is contingent upon the approval of the contract by the Personnel Services Contract Review Board and subsequently signed by the selected individual and the Director of HRC. The contract end date is June 30, 2015.

All questions should be directed to the HRC Human Resources Department at 601.664.6080