

**SOUTH MISSISSIPPI REGIONAL CENTER  
ANNOUNCEMENT  
November 2, 2018 – November 16, 2018  
Revised**

**POSITION:** Coord. Hlth. Fac. QA

**CLASS CODE:** 1933

**WORK LOCATION:** BILOXI COMMUNITY HOMES

**SCHEDULE:** Monday-Friday 8:00 A.M. - 4:30 P.M. (With variations as necessary)

**SALARY RANGE:** \$32,947.47 Actual salary will be determined by the MS State Personnel Board policies.

**This is a Registered Position!**

**RESPONSIBILITIES:** Serves as the program coordinator and intellectual developmental disability professional for designated residential individuals. Coordinates, integrates, and monitors each individual's Individualized Service Plan. Conducts on-site observations. Assists with service delivery and advocacy issues. Ensures the coordination of work performed by interdisciplinary staff through monitoring, training, and keeping abreast of current laws and regulations. The work requires knowledge of all state and federal laws and regulations pertinent to healthcare providers and a thorough understanding of the licensure and certification process. Knowledge of database and word processing applications is necessary.

**QUALIFICATIONS:** Master's Degree from an accredited four-year college or university in a mental health, intellectual/developmental disabilities, or related field AND five (5) years of experience related to the described duties, two (2) years of which must have included line or functional supervision OR a Bachelor's Degree in a mental health, intellectual/developmental disabilities, or related field (psychology, social work, counseling, special education) from an accredited four-year college or university AND six (6) years of experience directly related to the described duties, two (2) years of which must have included line or functional supervision. Must have at least one year of experience working directly with persons with intellectual disabilities to be a Qualified Intellectual Disabilities Professional. Must be eligible to drive a State of Mississippi vehicle.

**APPLICATIONS:** Applicants may apply by submitting an application online at [www.mspb.ms.gov](http://www.mspb.ms.gov) no later than midnight November 16, 2018. If you have any questions contact Brian Daniels, Biloxi Community Homes Director, at (228)388-2020 or Jennifer Bond, Deputy Director, at (228)388-7443.