

**PROMOTION/TRANSFER
VACANCY ANNOUNCEMENT**

POSITION: MH-DIRECT CARE ALTERNATE SUPERVISORS &
MH-DIRECT CARE SUPERVISORS

CLASS CODE: 3428 / 3427

WORK LOCATION: Client Services

WORK SCHEDULE: FIRST SHIFT AVAILABLE – 6:00A.M. – 2:30 P.M.
SECOND SHIFT AVAILABLE – 2:00P.M. – 10:30 P.M.
THIRD SHIFT AVAILABLE – 10:00 P.M. - 6:30 A.M.

(Must be able to work any shift and any building)

RESPONSIBILITIES: Staff directs subordinate staff of direct care personnel in the provision of physical care and the performance of general housekeeping work. Incumbent makes specific work assignments, reviews work in progress, and after completion and evaluate work performance following detailed guidelines provided by established Center policies and procedures. Employee assists individuals in all aspects of personal hygiene, performs housekeeping tasks, participates in social and recreational activities for the individuals, and writes nontechnical reports on behavior.

QUALIFICATIONS: Diploma from a standard four-year high school or G.E.D. equivalent and at least six (6) months experience as an MH-Direct Care Worker for MH-Direct Care Alternate Supervisor. MH-Direct Care Supervisor requires a diploma from a standard four-year high school or G.E.D. equivalent and at least six (6) months experience as an MH-Direct Care Alternate Supervisor. Applicant shall have successfully completed the MH-Direct Care required training program approved by the MS Department of Mental Health. **Applicant must attach a copy of training certificate for the required supervisor training for the position in which you apply.**

APPLICATIONS: Current employees of SMRC for at least six months who have a satisfactory appraisal and who meet the requirements may apply in Human Resources. Positions will be posted until filled.