

**SOUTH MISSISSIPPI REGIONAL CENTER  
VACANCY ANNOUNCEMENT  
October 31, 2018**

- POSITION:** CONTRACT – SUPPORT COORDINATOR
- WORK LOCATION:** ID/DD WAIVER SUPPORT COORDINATION–LONG BEACH
- PAY:** \$21 PER HOUR FOR BACHELOR’S DEGREE (IN REQUIRED FIELD)  
\$22 PER HOUR FOR MASTER’S DEGREE (IN REQUIRED FIELD)
- WORK SCHEDULE:** Monday through Friday, 8:00 a.m. to 4:30 p.m., with variations as required per DMH Operational Standards
- TERM:** DECEMBER 1, 2018 THROUGH NOVEMBER 30, 2019
- RESPONSIBILITIES:** Manage and maintain ID/DD Waiver individual caseload. Coordinate and monitor all services ID/DD Waiver recipients receive. Ensure services are appropriate, provide supports, and ensure the individuals’ health and welfare needs are met. Develop and maintain person centered plans of services and supports. Coordinate identified supports and services through regular monthly contact, face to face quarterly reviews, and annual assessment and re-certification meetings. Areas of competency include self-management and development, accountability, integrity and honesty. Attention to detail, organizational skills, as well as the ability to articulate with written and verbal communication are a necessity. The job requires the application of pertinent state and federal regulations as well as agency and program policy and procedures. Must maintain eligibility to drive a state vehicle.
- QUALIFICATIONS:** A Bachelor’s Degree in mental health, intellectual/developmental disabilities, or related field (psychology, social work, counseling, special education) from an accredited four-year college or university or a Master’s Degree in a mental health, intellectual/developmental disabilities, or related field. One (1) year of working as a Support Coordinator or in a related role. A valid MS Driver License or license from a contiguous state, and personal vehicle insurance is required. Must be eligible to drive a State vehicle.
- APPLICATIONS:** Applicants may apply in the Human Resources Department at South MS Regional Center until the position is filled. For more information, contact Tracy Brown, Director Support Coordination, at 228-867-1324.