



Ellisville State School

1101 Highway 11 South ♦ Ellisville, Mississippi, 39437
601-477-5625 ♦ 601-477-5710 fax

Vacancy Announcement

Support Care Professional / Floral Designer CONTRACT POSITION

This is a contract position with no state benefits

Position Open: July 31, 2023

Salary Range: \$15.00 - \$18.00 per hour, up to 20 hours per week

Position Close: Until Filled

Schedule: 8:00 am – 4:30 pm
Monday - Friday

Location: Ellisville State School

Position Description:

The person chosen for this position will be responsible for; Preparing the Individuals' work/training area with supplies needed for the daily projects; carry out training programs including; assisting Individuals with assembly of saleable projects; provide guidance on how to meet/greet visitors with a positive and friendly attitude, and assisting visitors with making selections/purchases; possible working minimal hours at craft shows, the Ellisville State School's booth at the South Mississippi Fair and other special events as needed at the Ellisville State School's gym and Adult Activity Center and other duties as assigned. Work with and instruct Individuals with Intellectual and Developmental Disabilities in these areas.

Education/Experience:

Typically requires a High School Diploma or high school equivalency, and 3+ years of relevant experience/education and/or relevant certifications/licenses. 2-3 years' experience in floral design with live and artificial flowers, wreath designing, paint detailing, and extensive experience in other crafts.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current state service position.

Interested applicants can submit an application at the Ellisville State School Office of Human Resources or your local Win Job Center. For questions regarding applying, please call (601) 477-5625.

It is expressly understood that the above description of job duties and expectations are subject to change based on the needs of Ellisville State School.

Contract positions are for not more than one (1) year periods. Ellisville State School reserves the option to renew any eventual contract from this advertisement for up to two (2) additional one (1) year periods.

Upon contingent employment offer, employees must complete a background check, pre-employment drug test, and submit documentation of COVID-19 vaccination or an accommodation request related to vaccination status.

Ellisville State School is an Equal Opportunity Employer