



Ellisville State School

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

Vacancy Announcement

Social Services Program Coordinator

This is a **CONTRACT POSITION** with no state benefits

Position Open: December 19, 2023

Position Close: Until Filled

Salary Range: \$20.00 an hour up to 28 hours per week during the hours of 8 a.m.-4:30 p.m. Monday - Friday

Location: IDD/DD Waiver/Support Coordination [**Brookhaven**]

Position Description:

Develop written Plan of Services and Supports for each person in assigned caseload. Assist persons in locating and gaining access to all services on the Plan of Services and Supports. Link families with Diagnostic Services and assist in arranging assessments for continued eligibility. Monitor all services outlined on the Plan of Services and Supports at least monthly for continued effectiveness and appropriateness by reviewing information submitted by service providers. Conduct quarterly face to face assessments of each person both in the home and services setting. Document all contacts with families/persons, providers, etc. regarding coordination of services. Determine person's continued eligibility for IDD/DD Waiver Program [Brookhaven] on an annual basis. Must be able to learn and utilize various computer programs to input all information related to service coordination.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

Typically requires a Bachelor's Degree and 0-2 years experience. Applicant must have a valid Mississippi Driver's License and a safe driving record as outlined in the Ellisville State School Safety Manual. Must have use of personal vehicle to conduct on-site visits.

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 Win Job Center, Laurel or Hattiesburg, MS. For questions about 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. The Agency reserves the right to renew the contract for up to two (2) years beyond the initial contract term, at the same rate of pay per hour and hours per week. **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.**