



Ellisville State School

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

Vacancy Announcement

Contract Social Services Specialist

This is a Contract Position with no State Benefits

Position Open: August 30, 2023

Position Close: September 6, 2023

Location: PDC and PG

Salary Range: \$22 - \$25 per hour **Schedule:** Up to 24 hours per week 8:00 a.m. – 8:30 p.m. Sunday – Saturday
Schedule to be determined. Some weekends may be required.

Position Description:

The individual selected for this position will be responsible for conducting and compiling social service assessments and evaluations, generating written training programs, attending habilitation team meetings, treatment review and psychiatric clinic meetings, writing monthly progress notes and quarterly progress reports, completing Medicaid and Social Security applications, managing patient fund account balances as well as initiating purchases on behalf of the persons' assigned to their caseload. Other duties include coordinate persons' therapeutic leave, transport for shopping trips and provide in service training to staff. This individual will be required to communicate directly with consumers, family members, advocates and contacts from other health care facilities, demonstrate effective verbal and written communication skills and be able to convey thoughts and ideas in a clear and concise manner. Must have keyboarding skills and be proficient in the use of a computer, telephone, copier and/or fax machine. Subject to working with persons served in a dorm setting as needed. Individual must have a valid Mississippi Driver's License and a safe driving record as outlined in the Ellisville State School Safety Manual.

Education:

Typically requires a Bachelor's Degree and 3-5 years of experience. Appointing authority may require social worker's license.

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) 477-5615 or (601)758-4957. 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.