



Ellisville State School

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

Vacancy Announcement Contract - Health Surveyor I

Position Open: June 7, 2024

Position Close: until filled

Location: Waiver- Magee

Salary Range: \$20 per hour – Up to 20 hours per week

Schedule: during the hours of 8:00 a.m. – 4:30 p.m. Monday-Friday

Schedule subject to change with the needs of the IID Program.

Position Description:

This position is responsible for coordinating and monitoring of the ID/DD Waiver Department for compliance with Federal/State regulations, BIDD Record Guide, Operational Standards for Mental Health/Intellectual/Developmental Disabilities Services and policies and procedures for the provision of treatment, training, care and report information to ensure quality care and treatment. Conduct record reviews as required by the policies and procedures to monitor documentation and implementation of program policies and procedures, compliance with person's rights and review of employee training records. This position also requires revising/updating the audits/monitoring tools as needed to ensure that all standards are met. The work requires knowledge of all state and federal laws and regulations pertinent to health care providers and a thorough understanding of the licensure and certification process. Must be able to learn and utilize various computer programs to input all information related to Service and Support Coordination. Applicants must have a valid Mississippi Driver's License and be eligible for approval to drive a state vehicle.

Education: Typically requires a Bachelor's Degree and 0-3 years of experience.

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

Interested applicants can apply 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.

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

This is a Contractual position with no state benefits.