

**PROMOTION / TRANSFER
VACANCY ANNOUNCEMENT**

October 12, 2016

- POSITION:** Vocational Training Instructor (Programmer)
- CLASS CODE:** 2717
- LOCATION:** Seagull Cottage
- WORK SCHEDULE:** Monday - Friday 8:00AM to 4:30PM. Nights and weekends as required.
- START SALARY:** \$25,540.78 annual salary. Actual salary will be determined by the State Personnel Board.
- RESPONSIBILITIES:** The individual will perform residential supervisory duties which include: Conducting Performance Development Assessments, ensuring shift coverage, hiring supervisors and direct support personnel, informing supervisors of policy changes, in-service requirements, etc. The individual will participate with developing and implementing training programs. The individual will be responsible for all Personal Planning System (PPS) database entries and all paperwork related to development of the Individualized Service Plan. The individual will train staff on carrying out the training objectives. The individual will check data in cottage and check/revise/in-service staff on objectives as needed. The individual will observe and assist with training activities regularly. The individual will attend all required meetings and in-services. The job requires patience and knowledge of individuals with intellectual and physical disabilities. The job requires good communication skills and supervisory skills. The job requires the ability to train both staff and the people who reside at SMRC. The job requires the individual to be organized as well as flexible with work schedule.
- QUALIFICATION:** Graduation from a standard four-year high school or equivalent (GED) and two (2) years of experience related to the above described duties. Excellent written and verbal communication and computer skills are required. Excellent written and verbal communication and computer skills are required. Must be eligible to drive a State of Mississippi vehicle.
- APPLICATIONS:** Current SMRC employees must apply online at the MS State Personnel Board's website located at www.mspb.ms.gov no later than October 18, 2016. For more information contact the Unit Manager of Gulf Oaks Seagull Unit, Velevia Sims, at 228-867-1493.