



South Mississippi Regional Center

1170 West Railroad Street, Long Beach, MS 39560 228.868.2923

South Mississippi Regional Center is a program of the Mississippi Department of Mental Health providing care and support for people with intellectual and other developmental disabilities. We are currently seeking individuals who are energetic and compassionate team players and motivators for direct support positions at all of our locations. Each position at South

Mississippi Regional Center is an important and impactful role that provides our individuals with the appropriate level of care to meet their social, emotional, physical, and personal needs.

SOUTH MISSISSIPPI REGIONAL CENTER IS SEEKING CONTRACT SECURITY OFFICERS

WORK LOCATION: Risk Management – Long Beach

PAY: \$15 per hour

SCHEDULE/SHIFTS: Up to 28 hours per week. Schedule and shift varies.

CONTRACT TERM: July 1, 2025 through June 30, 2026

RESPONSIBILITIES:

Mans the Welcome Center monitoring incoming and outgoing vehicles and providing information, registering visitors, and providing directions and assistance as needed. Clocks in by computer. Notifies proper law, fire, etc. enforcement agency when necessary. Complies with agency policies, plans and decisions, as well as promotes and supports high standards of confidentiality, with no incidence or reports of non-support. Examples of behaviors that demonstrate non-support include: (a) makes intentionally non-supportive statements about organization's activities and/or decisions; (b) talks in manner that is discourteous to public; (c) makes misleading comments; (d) refuses to assist with other staff member goals, deadlines or directives; (e) releases agency information without authorization; (f) does not accept and follow instructions and does not refrain from contentious arguments and insubordinate conduct with rating supervisors, co-workers or customers. For routine problems, work with Risk Management and senior staff member present at facility for resolution. Enforces rules and regulations governing assigned areas; ensures that lights are off or on as required and that doors and gates are properly locked. Enforces state laws as they apply; gives information and directions. Maintains records and makes reports as required. Restores and maintains order. Enforces property and grounds security. Performs general security duties. Performs related or similar duties as required or assigned.

HOW TO APPLY:

Completed Contract Application Packets can be hand delivered to the Human Resource Department at 1170 West Railroad Street, Long Beach, MS 39560 or emailed to Human.Resources@smrc.ms.gov. All documentation verifying education and licensure MUST be submitted at the time of application.

RENEWAL OF CONTRACT: *The contract may be renewed at the discretion of Ellisville State School at South Mississippi Regional Center for a period of two (2) successive one-year periods under the same prices, terms, and conditions as in the original contract. The total number of renewal years permitted shall not exceed two (2).*

For more information, call 228.868.2923. Applications can be found at <https://www.smrc.ms.gov>