



## **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**

**May 6, 2024**

**WORK LOCATION: RISK MANAGEMENT**

**PAY: \$15 PER HOUR. UP TO 28 HOURS A WEEK**

**SCHEDULE/SHIFTS: SCHEDULE AND SHIFT VARIES**

**CONTRACT TERM: JULY 1, 2024 THROUGH JUNE 30, 2025**

#### **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, works with Risk Management and senior staff member present at facility for resolution. Enforces rules and regulations governing assigned area; 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.

#### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

Applicants must have proof of graduation from accredited 4-year high school or equivalent (GED or high School Equivalency Diploma). Must have a valid MS Driver License or license form a contiguous state, and personal vehicle insurance. Must be eligible to drive a State vehicle.

**HOW TO APPLY:** Completed Contract Application Packets **MUST** be hand delivered by May 10, 2024 to the Human Resource Department at 1170 West Railroad Street, Long Beach, MS 39560. All documentation verifying education and licensure **MUST** be submitted at the time of application.

*This is a contract position with the State of Mississippi that **STARTS** 7/1/24 and will end 6/30/25. State contracts can be renewed/reapplied for every year.*

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