



The mission of Specialized Treatment Facility is to promote and strengthen the mental health and the education of up to 48 adolescent males and females who are experiencing behavioral difficulties in their homes, schools, and communities.

BENEFITS

The following benefits are offered by the State of Mississippi to employees of STF:

- ❖ 18 days of personal leave per year (starting)
- ❖ 12 days of medical leave per year (starting)
- ❖ Paid select holidays
- ❖ Health (BCBSMS), dental and life insurance
- ❖ Retirement plan (PERS)
- ❖ Elective Credit Union membership and direct deposit

INTERNSHIPS

STF may offer internships in the following fields: Nursing, Social Services, and Psychology. For more information, please contact the Training Director at (228) 328-6000.

EQUAL OPPORTUNITY EMPLOYER

RESIDENT LIVING

Admin Support Team Leader – A Shift Supervisor Job Codes: 9027 Annual

Salary: \$36,624-\$49,991.76

Apply: apply through www.mspb.ms.gov

Work Schedule: Monday through Friday 6:00am-2:30pm

Position Description: Provides direct supervision to Resident Living (RL) employees on A shift from 6:00am-2:30pm. Conducts hand-off communication during shift debriefing. Performs building round/walk-through to ensure safety. Supervises residents Provides effective therapeutic and behavioral interactions/interventions: communication, redirection, de-escalation, behavior plans, etc. Completes RL reports as assigned. Adheres to MS State, MS DMH, and STF policies and procedures. Participates in continuous learning. Maintains de-escalation training certifications as a trainer and CPR certifications. Responsible for resident medical charts, de-escalation plans, behavior plans, resident Living forms/logs used to document resident progress/issues/behaviors, daily operations of residential programming, and de-escalation training tests/skill sheets. Performs progressive disciplinary measures with employees as needed. Responsible for recording, maintaining, and reporting Performance Review System information on each employee supervised. Proficient with using a computer - STF Intra-net site, Relias Learning System, software as required by your position and KRONOS. Notice changes in residents and respond proactively. Redirect residents to encourage appropriate communication and behavior. Recognize possible danger in environment and respond accordingly. Ensure adequate staffing for shift and maintain appropriate staffing ratios. Notify supervisor of unexpected problems/issues and seek solutions. Meet deadlines. Coach RL employees on appropriate interactions/professional boundaries with residents. Create RL shift work schedule to ensure appropriate staffing ratios. Communicate/respond to internal and external customers. Delegate appropriately. Completes PRAs in a timely manner. Approve time cards weekly in KRONOS. Address corrective and discipline issues immediately. Participates in interviews for hiring new staff and orientation duties.

EDUCATIONAL/EXPERIENCE

Requires 5+ years of related healthcare experience, STF experience preferred, and 1-2 years of supervisory experience and Bachelor's Degree preferred.