



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

QUALITY ASSURANCE/SECURITY

Investigator I Job Code: 9748

Apply: www.mspb.ms.gov

Annual Salary: \$24,023.49-\$33,775.82

Work Schedule: B Shift 2:00pm-10:30pm (Wednesday and Thursdays off)

Position Description: The Security Departments primary purpose is to provide general security and to assure a safe environment for residents, employees and facility visitors. It is the policy of Specialized Treatment Facility to have a safe and secure environment which facilitates the growth and development of the residents. The Environment of Care Manual includes a Safety Management Plan and a Security Management plan. The Security Department will abide by the policies of this manual that include: safety management, security management, hazardous materials/waste management, emergency management, fire safety, and utilities management. This position will assist in internal and reportable investigations, review of work-related injuries, and Human Resources related matters.

The Investigator is a security officers that conducts program rounds on B shift. They inspect unoccupied building(s) for unlocked doors or windows. Program grounds and residential buildings are to be checked and documented. Trespassers or unauthorized persons shall be asked to leave. Security personnel may be called regarding disturbances on facility grounds. In cases of disturbances, the Security department's primary duty is to provide safety for facility residents, law abiding employees and guests. Security personnel may require the assistance of outside law enforcement officials. The log book shall be maintained by each shift. During a weather watch or warning occurring on holidays, weekends, and after 4:30 p.m. and before 8:00 a.m. on weekdays, the Security Department shall notify any staffed building including residential living units of the weather watch or warning. The Security Department will serve as the switchboard operator for the program and direct calls. Security officers also fingerprint individuals and process badges. If a maintenance problem is found by or reported to Security after regular maintenance hours, security shall notify the appropriate personnel. Security staff often receive monies from parents and guardians for resident monetary accounts and distribute staff payroll checks, so all Security staff will enter into a surety bond.

The Assistant Investigator will conduct security rounds, answer incoming phone calls, monitor video surveillance system, process residents going and returning from pass, inventory resident clothing, issue and receive two-way radios and keys, enforce regulations/policies affecting the security of state property, and other duties as assigned. Specific qualities should include the ability to conduct thorough internal reportable investigations; strong writing and communication skills; timely completion and submission of detailed reports; and proficiency in Microsoft Word, Excel, and Outlook. All Security staff will enter into a surety bond. Maintains certifications in de-escalation and lifesaving techniques such as Mandt, CPI and CPR and first aid as required by STF. Maintains a valid driver license and liability insurance to be a driver of a state vehicle. All STF employees are responsible for reading, understanding, and adhering to all policies, protocols, and memorandums. Universal Precautions and Infection Control policies must be adhered to by all STF employees.

Levels of Knowledge, Skills and Ability for Investigator I

Curiosity: A strong desire to learn and ask questions to uncover important facts.

Problem-solving: The ability to analyze data and draw conclusions based on evidence.

Research skills: Understanding how to collect and interpret relevant information.

Analytical skills: Breaking down complex facts and spotting patterns in data.

Attention to detail: Noticing small details that can significantly impact an investigation.

Technical knowledge: Understanding criminal law and investigative techniques.

Soft skills: Effective communication, interviewing techniques, and teamwork.

Persistence and patience: Handling complex cases and maintaining focus over time.

Comprehensive Knowledge of Facility Policies and Procedures: Investigators should be well-versed in the programs policies regarding resident care, safety, and handling of incidents as well as all regulating programs policies and procedures for reporting incidents and safety protocols. This knowledge is crucial for understanding the context of the incident and determining appropriate actions.

Effective Communication Skills: Investigators must communicate clearly and effectively with staff, residents, and external authorities. This includes documenting incidents accurately and providing updates promptly.

Critical Incident Analysis: Investigators should be able to analyze the circumstances of an incident to determine the cause and any potential contributing factors. This involves reviewing medical records, staff interactions, and other relevant documentation.

Adaptability and Flexibility: Investigators must be flexible in their approach to handling different types of incidents and be able to adapt to new situations as they arise.

Attention to Detail: Investigators should pay close attention to details during the investigation process to ensure thorough documentation and accurate conclusions.

Problem-Solving Skills: Investigators must be able to identify and address issues that arise during the investigation, ensuring that the resident's safety and well-being are prioritized.

EDUCATIONAL/EXPERIENCE REQUIREMENTS

Must be 21 years of age and valid driver with proof of insurance. Typically requires a Bachelor's Degree (Criminal Justice or related field) and 0-2 years of investigative experience or High School or high school equivalency and 3-4 years of related experience.