



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

Youth Services Team Lead - Resident Living Director

Job Code: 9822 Annual Salary: \$43,509.31-59,390.21

Work Schedule: Monday - Friday 8:00am-4:30pm (variations as necessary)

Apply: apply through www.mspb.ms.gov

Position Description: The Resident Living Director is the supervisory position accountable for the management of subordinate staff in Resident Living. This position is accountable for establishing and ensuring staff follow employee policies and procedures. This position coordinates the supervision for adolescents committed or assigned to the program as well as all the activities involved in the daily operation of the Resident Living Department, including safety and security.

Responsibilities and Duties

The **Resident Living Director** ensures that all policies and procedures are followed and maintains consistent communication with unit staff. This role is responsible for assigning, completing, and reviewing all required paperwork and reports. The Director also ensures that staff complete all mandatory in-services and online training to remain in compliance. The Director is responsible for ensuring staff are scheduled to meet the needs of the population we serve on all shifts.

The Director participates in required meetings, such as Management Meeting, Administrative Management Council, Performance Improvement, and other meetings. They oversee key personnel functions, including interviewing and making hiring recommendations; training staff; planning and assigning work; reviewing performance; providing coaching; and administering progressive discipline when necessary. The Director also maintains and updates departmental policies and must possess the knowledge and skills necessary to perform and evaluate the work being supervised.

The Director uses the timekeeping system to reconcile employee time records. They maintain required certifications in de-escalation and lifesaving techniques, including behavioral intervention techniques instructor certification, CPR, and First Aid, as required by STF. The Director must also maintain a valid driver's license and liability insurance to operate a state vehicle. Additionally, they hold certification as a Mandt instructor and provide training to staff. The Director provides instruction in orientation to new onboarding staff and in-services staff when any policy changes occur or other re-training is needed.

The Director is responsible for ordering, reviewing, and approving requisition requests, as well as submitting work orders to address departmental needs. They conduct Administrative Rounds as assigned and report any identified issues promptly.

EDUCATIONAL/EXPERIENCE REQUIREMENTS

Typically requires a Master's Degree in Public Administration, Social Work, Psychology, or related field and 3-4 years of youth behavioral health treatment experience and/or relevant certification, as well as 3 years supervisory experience. Residential supervisor experience is preferred.