



Ellisville State School

1101 Highway 11 South ♦ Ellisville, Mississippi, 39437
601-477-5625 ♦ 601-477-5710 fax

Vacancy Announcement Social Services Program Coordinator Contract Position

Position Open: January 28, 2026

Position Close: until filled

Location: Waiver

Salary Range: \$20 per hour 28 hours per week
(Actual salary determined by MSPB)

Schedule: between the hours of 8am-4:30pm Monday-Friday
Schedule subject to change with the needs of the IID
Program.

Position Description:

Develop written Plan of Services and Supports for each person in assigned caseload. Assist persons in locating and gaining access to all services on the Plan of Services and Supports. Link families with Diagnostic Services and assist in arranging assessments for continued eligibility. Monitor all services outlined on the plan of care at least once monthly for continued effectiveness and appropriateness by reviewing information submitted by service providers. Conduct quarterly face to face assessments of each person both in the home and service setting. Document all contacts with families/persons, providers, etc. regarding coordination of services. Determine person's continued eligibility for IDD Waiver services on an annual basis. Must be able to learn and utilize various computer programs to input all information related to service coordination. See attached job description or visit www.mspb.ms.gov.

Education/Experience:

Typically requires a Bachelor's Degree in a human services-related field or at least a Bachelor's Degree in a non-related field and 0-2 years of relevant work experience. Relevant experience is defined as full-time experience working directly with people with intellectual and/or developmental disabilities, or other types of disabilities, or mental illness.

It is expressly understood that the above description of job duties and expectations are subject to change based on the needs of Ellisville State School. Subject to working with persons served in a dorm setting as needed.

Upon contingent employment offer, employees must complete a background check and pre-employment drug test.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current state service position.

Interested applicants can apply at the Ellisville State School Office of Human Resources or WIN Job Center, Laurel or Hattiesburg, MS. For questions about applying please call 601-477-5625.

Ellisville State School is an Equal Opportunity Employer