



Ellisville State School

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

Vacancy Announcement CONTRACT Program Specialist Team Leader

Position Open: July 22, 2026

Position Close: until filled

Location: JCEC

Salary Range: \$25 per hour up to 20 hours a week

Schedule: during the hours 8:00 a.m. – 4:30 p.m. Monday-Friday
Schedule subject to change with the needs of the IID Program

Position Description: Oversight of the D&E team and workflow; provides direction of the Diagnostic Services Department which includes planning, directing, and coordinating activities; interpreting and implementing standards and ensuring adherence to ICF/IID and DMH operational standards and regulations; responsible for a heavy caseload of referrals needing review in a timely manner for ID/DD Waiver services, IDD CSP services and other services that require an evaluation to determine eligibility; administers and interprets both formal and informal diagnostic evaluations, i.e. intelligence, adaptive, educational and others, on an individual basis; reviews medical records, educational records, psychiatric/mental health records and other records as appropriate; demonstrates knowledge of DSM-5 diagnostic criteria and offers appropriate diagnoses.

Education: Typically requires a Bachelor's degree and 5-7 years of experience.

Preferred Experience : Two years experience administering/scoring/interpreting individual intelligence test. Successful completion of Master's level courses related to psychological testing/assessment and the Wechsler Intelligence Tests. Employment must have been in an administrative/professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those bureaus where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

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

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

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.

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

This is a contract position with no state benefits.

Ellisville State School is an Equal Opportunity Employer