



# Ellisville State School

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

## **Vacancy Announcement** **Contract Social Services Specialist** **This is a contractual position with no state benefits**

**Position Open:** August 8, 2025

**Location:** JCEC/Admissions

**Salary Range:** \$25-\$30 per hour  
Depending on experience

**Position Close:** until filled

**Schedule:** 15-20 hours per week  
Schedule to be determined.

### **Position Description:**

The individual selected for this position will be responsible for conducting and compiling social service assessments and evaluations, generating written training programs, attending habilitation team meetings, treatment review and psychiatric clinic meetings, writing monthly progress notes and quarterly progress reports, completing Medicaid and Social Security applications, managing patient fund account balances as well as initiating purchases on behalf of the persons' assigned to their caseload. Other duties include coordinate persons' therapeutic leave, transport for shopping trips and provide in service training to staff. This individual will be required to communicate directly with consumers, family members, advocates and contacts from other health care facilities, demonstrate effective verbal and written communication skills and be able to convey thoughts and ideas in a clear and concise manner. Must have keyboarding skills and be proficient in the use of a computer, telephone, copier and/or fax machine. Subject to working with persons served in a dorm setting as needed. Individual must have a valid Mississippi Driver's License and a safe driving record as outlined in the Ellisville State School Safety Manual.

### **Education:**

Typically requires a Bachelor's Degree and 0-2 years of experience. Appointing authority may require social worker's license.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current state service position. Applicants can submit an application at the Ellisville State School Office of Human Resources or Win Job Center, Laurel or Hattiesburg, MS. For questions about applying please call (601) 477-5615.

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.***