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[www.myburke.org](http://www.myburke.org)

### NOTICE OF POSITION OPENINGS

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

**Only applications submitted with a specific numbered position listed will be considered.**

**Physical requirements listed in positions will be discussed in detailed at time of interview.**

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.

**NOTE: Any staff member interested and qualified for any of the positions listed below should submit an Internal Application to the Human Resource office. Existing Burke employees will be given preferred consideration.**

**THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.**

**Burke Job Posting/ Job Description**

**Position Title**

Telemedicine Psychiatric Provider – A.H. – East Texas Behavioral Healthcare Network, Lufkin, TX

**Position Number**

P #1499

**General Description**

Provision of psychiatric services to adults (may include some child and adolescent coverage). No relocation is necessary for this position.

**Education**

Required: Completion of accredited program in your area of specialty.

**Licenses/Certifications**

Required: Licensed in the State of Texas as a Physician, Advanced Practice Nurse or Physician Assistant.

Preferred: Current unrestricted Texas license to practice medicine; Board eligibility in Child & Adolescent Psychiatry. Board Certification in Child & Adolescent Psychiatry; Board Certification in General Psychiatry.

**Physical Requirements**

Visual and auditory skills sufficient to evaluate, treat, and monitor patients; mobility required to bend, reach, lift (up to 50 pounds) while assisting patients, complete Satori Alternative to Managing Aggressive Behavior (SAMA), carrying charts (equipment); and fine motor skills for legible handwriting and driving.

**Hours**

8:00 a.m. to 5:00 p.m., Monday through Friday. Emergency services participation as per current policy.

**Salary**

Negotiable, depending on certification/license.

## Burke Job Posting/ Job Description

### **Position Title**

Adult Psychiatrist, Physician Assistant, or Advanced Practice Registered Nurse – J.S.  
Burke Outpatient Mental Health Clinic – Lufkin, TX  
*(Position is available through Tele-medicine)*

### **Position Number**

P #1608

### **General Description**

Performs psychiatric evaluations and medication management appointments with consumers as appropriate. Provides support and consultation to other team members and service providers. Documentation of patient communication and clinical treatment accurately and appropriately in the agency's electronic medical record system. No relocation is necessary for this position.

### **Education**

Required: Completion of accredited program in your area of specialty.

### **Licenses/Certifications**

Required: Licensed in the State of Texas as a Physician, Advanced Practice Nurse or Physician Assistant.  
Preferred: Current unrestricted Texas license to practice medicine; Board Certification in General Psychiatry; Certification in psychiatry in your discipline.

### **Physical Requirements**

Visual and auditory skills sufficient to evaluate, treat, and monitor patients; mobility required to bend, reach, lift (up to 50 pounds) while assisting patients, complete Satori Alternative to Managing Aggressive Behavior (SAMA), carrying charts (equipment); and fine motor skills for legible handwriting and driving.

### **Hours**

8:00 a.m. to 5:00 p.m., Monday through Friday. Emergency services participation as per current policy.

### **Salary**

Negotiable, depending on certification/license.

## Burke Job Posting/ Job Description

### **Position Title**

Child & Adolescent Psychiatrist – J.S. – Burke Outpatient Mental Health Clinic – Lufkin, TX  
(Position is available through Tele-medicine)

### **Position Number**

P #1609

### **General Description**

Performs psychiatric evaluations and medication management appointments with consumers as appropriate. Provides support and consultation to other team members and service providers. Documentation of patient communication and clinical treatment accurately and appropriately in the agency's electronic medical record system. No relocation is necessary for this position.

### **Education**

Required: Completion of accredited program in your area of specialty.

### **Licenses/Certifications**

Required: Licensed in the State of Texas as a Physician

Preferred: Current unrestricted Texas license to practice medicine; Board Certification in General Psychiatry; Board eligibility in Child & Adolescent Psychiatry. Board Certification in Child & Adolescent Psychiatry

### **Physical Requirements**

Visual and auditory skills sufficient to evaluate, treat, and monitor patients; mobility required to bend, reach, lift (up to 50 pounds) while assisting patients, complete Satori Alternative to Managing Aggressive Behavior (SAMA), carrying charts (equipment); and fine motor skills for legible handwriting and driving.

### **Hours**

8:00 a.m. to 5:00 p.m., Monday through Friday. Emergency services participation as per current policy.

### **Salary**

Negotiable, depending on certification/license.

## Burke Job Posting/ Job Description

### **Position Title**

Speech Language Pathologist – P.P. – Burke ECI Program – Jasper/Newton Counties

### **Position Number**

P #1295

### **General Description**

This position provides speech, oral motor therapy and consultative services as recommended by the team to developmentally delay and / or medically at risk children age birth to three (3) in community-based setting. Other responsibilities will include providing screening, assessment services and participation in the development of comprehensive treatment plans. Travel is required.

### **Education**

Required: Master's degree in Speech/Language Pathology from an accredited college or university with ASHA Certification.

### **Experience**

Preferred: One (1) year experience working with birth to three (3) years and/or Pre-school children.

### **Licenses/Certifications**

Required: Speech/Language Pathology, licensed by the Texas State Board of Examiners for Speech-Language Pathology and Audiology.

Required: Valid Texas Driver's License

### **Physical Requirements**

Sight, hearing, talking, lifting up to 25 pounds, walking, bending, driving a vehicle, and hand/finger dexterity.

### **Special Requests or Comments**

Required: Must be able to complete CPR, First Aid training modules, and Defensive Driving. Must have a driving record insurable by Burke's insurance administrator.

### **Hours**

Monday through Friday, 8:00 am to 5:00 pm

### **Salary**

Negotiable, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Service Director – M.C. – Nacogdoches Mental Health Clinic – Nacogdoches, TX

### **Position Number**

P #1239

### **General Description**

The Service Director is responsible for developing, implementing and managing all administrative and clinical systems of the outpatient adult and child/adolescent mental health center. Responsibilities include: Managing fiscal, productivity and utilization data to efficiently allocate resources and deliver services to the target population; selecting, training, and retaining staff; managing information, environmental and fiscal resources; developing program initiatives to improve performance; preparing and monitoring budgets; maintaining quality of care specific to state mandated Texas Resilience and Recovery services; supervising clinical coordinator(s), therapists, support staff supervisors, medical staff, mental health clinicians, and support staff; overseeing utilization management of services provided, records management, and performance evaluations; and reviewing and monitoring authorizations for mental health services. The person in this position also serves on committees both internally and in the community. Clinical responsibility covers service provision in Nacogdoches, Shelby & San Augustine Counties; this includes the supervision of a satellite clinic San Augustine and Center Texas. This position reports to the Outpatient Mental Health Director.

### **Education**

Required: Master's or Doctorate degree in Business, Management, Psychology, Social Work, Marriage & Family Therapy or Counseling from an accredited college or university. Individuals with a Bachelor's degree in Management or Business will be considered with five (5) years of fulltime health care management/supervisory experience.

### **Experience**

Required: At least three (3) years full-time experience in a mental health or healthcare setting; minimum of one (1) year fulltime supervisory experience in a health care setting.

Preferred: Two (2) years fulltime supervisory experience in a health care setting.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

Preferred: Licensure as one of the following: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), or Licensed Psychologist (LP) with the State of Texas or if applying from out of state licensure within 3 months of hire in one of the above disciplines.

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 25 pounds, walking, driving a vehicle, and hand/finger dexterity.

### **Hours**

Monday through Friday; Generally, 8:00 a.m. to 5:00 p.m.

### **Salary**

\$57,500 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Service Director – M.C. – Coordinated Specialty Care - Lufkin or Nacogdoches, TX  
**(PENDING BOARD APPROVAL)**

### **Position Number**

P #1650

### **General Description**

The Coordinated Specialty Care Service Director is responsible for developing, implementing and managing all administrative, fiscal, and clinical systems of the Coordinated Specialty Care program. The Coordinated Specialty Care program is a specific team based program designed to provide early intervention services for individuals with first episode psychosis.

Responsibilities include: Managing fiscal, productivity, and utilization data to efficiently allocate resources and deliver services to the individuals; selecting, training, and retaining staff; managing information, environmental and fiscal resources; developing program initiatives to improve performance; preparing and monitoring budgets; maintaining quality of care specific to state mandated Coordinated Specialty Care services; supervising team staff; overseeing utilization management of services provided, records management, and performance evaluations; and reviewing and monitoring authorizations for mental health services. The person in this position also serves on committees both internally and in the community. This position will have other ancillary duties as assigned. Clinical responsibility covers the 12 counties in which Burke provides services. This position reports to the Mental Health Program Director.

### **Education**

Required: Master's or Doctorate degree in Psychology, Social Work, Marriage & Family Therapy or Counseling from an accredited college or university.

### **Experience**

Required: At least two (2) years full-time experience in a mental health care setting; minimum of one (1) year fulltime supervisory experience.

Preferred: Two (2) years fulltime supervisory experience in a health care setting.

### **Licenses/Certifications**

Required: Licensure as one of the following: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), or Licensed Psychologist (LP) with the State of Texas. Current license is required at time of application.

Required: Valid Texas driver's license.

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 25 pounds, walking, driving a vehicle, and hand/finger dexterity.

### **Hours**

Monday through Friday; Generally, 8:00 a.m. to 5:00 p.m.

### **Salary**

\$57,500 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Registered Nurse (Day shift) – L.W. - Mental Health Emergency Center - Lufkin, TX

### **Position Number**

P #1613

### **General Description**

Registered Nurses are part of a multidisciplinary treatment team and are responsible for providing nursing care services to acutely mentally ill adult residents at the Mental Health Emergency Center. This program operates 24 hours a day, 7 days a week. Under the clinical direction of a physician and Nursing Clinical Coordinator, duties include giving injections, administering oral medications, completing admission and other nursing assessments, completing medication consents, taking inquiry calls from the community regarding potential admissions, reviewing medical records to determine appropriateness for admission, coordinating psychiatric assessments utilizing telehealth equipment, coordinating emergency healthcare needs with other medical care providers, and maintaining constructive relationships with stakeholders in the community. Other responsibilities include, inventory of medications, patient education, documentation, supervising LVN staff and mental health specialist staff, and other duties as assigned. Call rotation assignment on an as needed basis.

### **Education**

Graduation from an accredited school of nursing and licensed as a Registered Nurse by the Texas State Board of Nurse Examiners.

### **Experience**

Required: At least six (6) months as a licensed RN.

Preferred: At least one (1) year experience as a licensed RN working in a medical or acute mental health setting.

### **Licenses/Certifications**

Required: Texas license as a Registered Nurse.

Required: Valid Texas Driver's license.

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 50 pounds, walking, bending or kneeling and fine motor skills for legible handwriting and typing.

### **Hours**

7am to 7pm; with a total of 7 shifts every 14 days. May be required to work every other weekend, and holidays on a rotating basis.

### **Salary**

\$49,800 to \$50,592 annually, depending on qualifications and experience.



## Burke Job Posting/ Job Description

### **Position Title**

Quality Management Coordinator- D.M. – Quality Management – Nacogdoches, TX

**“INTERNAL ONLY”**

### **Position Number**

P #1648

### **General Description**

This position provides support to Burke Quality Management, Compliance and Safety functions by providing crucial audit and analytic activity. Duties include routine billing and documentation audits for all programs, fidelity reviews, off-site service delivery verification, and safety and infection control data collection and surveillance. This position will serve as Burke Safety and Infection Control Officer. Assistance in other functions of Quality Management may be required at times. Data compilation, problem-solving and organizational skills are a must. Traveling within the twelve-county region will be needed at times. This position will be housed in Nacogdoches.

### **Education**

Required: Bachelor's degree in Social Work, Psychology, Rehabilitation or other Human Services discipline that meets QMHP, QMDDP or ECI Service Coordination requirements, from an accredited college or university.

### **Experience**

Required: Three years' direct care experience working with individuals served at Burke. Proficiency with Microsoft Excel, as well as Cerner/Anasazi.

Preferred: Five years' direct care experience working with individuals served at Burke.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

Required: Must have a driving record insurable by Burke's insurance administrator. Must have reliable personal vehicle due to occasional travel within the service area.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 50 pounds, prolonged standing, walking, driving a vehicle, and hand/finger dexterity.

### **Hours**

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. However, this position may require occasional after-hours work to complete job responsibilities.

### **Salary**

\$40,800 annually, depending on qualifications and experience. Travel reimbursement is provided.

## Burke Job Posting/ Job Description

### **Position Title**

Support Staff Supervisor – N.T. – Centralized Intake/Emergency Services - Lufkin, Texas

### **Position Number**

P # 1075

### **General Description**

The Support Services Supervisor is responsible for the management and organization of the support staff and general office management. Duties include clinical records management, fee collection systems, preparation and maintenance of clinical databases, requisition of supplies and coordination of mail flow. Provides monthly and quarterly reports and audits as requested by Service Director and serves as Designated Records Monitor (DRM). The Support Services Supervisor will maintain effective working relations with consumers and outside agencies and must interact effectively with the clinical and support staff to ensure all clinical standards are in compliance. Requires knowledge of word processing and database software programs, typing skills and must have excellent telephone and communication skills. This position also serves as direct support for the Emergency Services. Other duties as assigned.

### **Education**

Required: Graduation from an accredited high school or its equivalent.

### **Experience**

Required: Five (5) years' experience in full-time secretarial practices and office organization.

Preferred: At least one (1) year of supervisory experience. Experience working in a medical and or mental health related setting.

### **Licenses/Certifications**

Required: Valid Texas Driver's License.

### **Special Requests or Comments**

Required: Work environment requires professional contact and interaction with adults diagnosed with severe and persistent mental illness. Defensive driving training. Must have driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

Must have visual and auditory skills to handle telephone, receptionist and transcription duties; must be physically able to complete SAMA; mobility required to bend, reach, lift (up to 50 lbs.), while carrying charts and equipment during a work day; fine motor skills for legible handwriting and typing.

### **Hours**

Monday through Friday, 8:00 a.m. to 5:00 p.m. (some after hours as necessary).

### **Salary**

\$28,000 - \$30,000 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Accounting Clerk II - D.B. - Business Services - Lufkin, TX

### **Position Number**

P #1072

### **General Description**

The Accounting Clerk performs complex clerical and advanced bookkeeping work in accounting and fiscal records keeping with emphasis on accounts receivable. Work also involves preparing accounting documents for computer entry and assisting in verification for accuracy of computer printouts.

### **Education**

Required: Graduation from an accredited high school or its equivalent. Courses in typing and bookkeeping.  
Preferred: College level courses in data entry and elementary accounting.

### **Experience**

Required: Two (2) years of hands-on experience in automated system for accounts receivable and general ledger, data entry, and 10 key-by-touch.  
Preferred: Two (2) years hands-on advanced experience in Excel.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Physical Requirements**

Must use visual and motor skills to efficiently and accurately enter data; utilize computer and calculator; sit for long periods of time throughout the day; mobility required to bend, reach, lift up to 25 pounds, and must have legible handwriting.

### **Hours**

Monday through Friday; Generally, 8:00 a.m. to 5:00 p.m.

### **Salary**

\$24,000 to \$27,800 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Peer Specialist - CB - Angelina Mental Health Clinic - Lufkin, Texas

### **Position Number**

P #1570

### **General Description**

If you have experienced mental illness and received treatment, this is an excellent opportunity to assist others who are working on their recovery – and it does not require a college education! This rewarding position provides direct clinical services, predominantly Whole Health Action Management to adults. Duties may include administration of a health risk assessment; individual and group work with current recipients of mental health services, planning and organizing educational events, documentation of service provision, and other duties that may be assigned.

### **Education**

Required: Graduation from an accredited high school or its equivalent.

### **Experience**

Required: At least one cumulative year of receiving mental health services for a diagnosis of bipolar disorder, schizophrenia (or related condition) or major depressive disorder.

### **Licenses/Certifications**

Required: Valid Texas Driver's License.

Preferred: Certified Peer Specialist

Training: Burke will provide additional training and testing for required certification (Certified Peer Specialist and a provider of Whole Health Action Management).

### **Physical Requirements**

Sight, hearing, talking, lifting up to 25 pounds, walking, driving a vehicle, and hand/finger dexterity.

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator. Must be willing to share stories of your lived experience as a recipient of mental health services. Must have a reliable vehicle.

### **Hours**

Monday through Friday, 8:00 a.m. to 5:00 p.m. After hours as necessary.

### **Salary**

If non-certified, \$22,000 annually. Certified, \$24,000 annually.

## Burke Job Posting/ Job Description

### **Position Title**

Family Partner – M.C. – Nacogdoches Family Counseling Associates - Nacogdoches, Texas

### **Position Number**

P #2273

### **General Description**

This position is active as a member of the Intensive Case Management/Wraparound team process providing peer mentoring and support to the primary caregivers; engaging the family in the treatment process; modeling self-advocacy skills; providing information, referral and non-clinical skills training; maintaining engagement; assisting in the identification of natural/non-traditional and community support systems; and documenting the provision of all family partner services, including both face-to-face and non face-to-face activities.

### **Education**

Required: Graduation from an accredited high school or its equivalent.

### **Experience**

Required: A parent or primary caregiver of a child or adolescent who has successfully received at least 1 year of treatment for a mental health diagnosis and/or in Special Education.

### **Licenses/Certifications**

Required: Valid Texas Driver's License, Ability to attend training and test to become a Certified Family Partner.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 25 pounds, walking, driving a vehicle, and hand/finger dexterity.

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator. Must be willing to share stories of your lived experience as a recipient of mental health services. Must have a reliable vehicle.

### **Hours**

Monday through Friday; 24 hours per week.

### **Salary**

If non-certified, \$22,000 annually. Certified, \$24,000 annually.

**THE FOLLOWING JOB POSTINGS ARE FOR PART-TIME  
HOURLY EMPLOYEE POSITIONS. THESE POSITIONS  
ARE ELIGIBLE FOR WORKERS' COMPENSATION  
BENEFITS, UNEMPLOYMENT BENEFITS AND HOURLY  
RETIREMENT BENEFITS. THESE POSITIONS ARE NOT  
ELIGIBLE FOR MEDICAL/DENTAL/LIFE/DISABILITY  
BENEFITS, PAID HOLIDAYS, VACATION BENEFITS OR  
SICK BENEFITS.**

## Burke Job Posting/ Job Description

### **Position Title**

Crisis Therapist-D.V.-Mental Health Emergency Center-Lufkin, TX

### **Position Number**

P #5277

### **General Description**

The primary responsibilities for this position are conducting initial intake assessments on adults who present to the Mental Health Emergency Center for admission, responding to telephone calls regarding possible admissions, and providing clinical services to admitted clients. This position functions as part of a multidisciplinary treatment team. These programs operate 24 hours a day, 7 days a week. In addition to the primary responsibilities listed above, other duties may also include: providing group and individual therapy and developing treatment plans. Will perform services according to an individual's approved and prescribed treatment plan and in accordance with Burke and Medicaid standards and requirements. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Performs under the direction of the Service Director of the Mental Health Emergency Center.

### **Education**

Required: Master's degree in Psychology, Social Work, Marriage & Family Therapy or Counseling from an accredited college or university.

### **Experience**

Preferred: Experience providing mental health crisis/emergency services and assessments

### **Licenses/Certifications**

Required: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT) or Licensed Clinical Social Worker (LCSW), with the State of Texas.

Required: Valid Texas Driver's license.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 25 pounds, walking, driving a vehicle, and hand/finger dexterity.

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator.

### **Hours**

As needed within the following time periods: Monday-Friday 7:00 a.m. to 11:00 p.m.; Saturday & Sunday 8:00 a.m. to 8:00 p.m.

### **Salary**

\$25 to \$29 an hour, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Part-Time Speech Language Pathologist – P.P. – Burke ECI Program – Angelina & surrounding counties

### **Position Number**

P #5273

### **General Description**

This position provides speech, oral motor therapy and consultative services as recommended by the team to developmentally delay and/or medically at risk children age birth to three (3) in a community-based setting. Other responsibilities will include; provide screening, assessment services and participation in the development of comprehensive treatment plans. Travel is required.

### **Education**

Required: Master's degree in Speech/Language Pathology from an accredited college or university with ASHA Certification.

### **Experience**

Preferred: One (1) year experience working with birth to three (3) years and/or pre-school children.

### **Licenses/Certifications**

Required: Speech/Language Pathology, licensed by the Texas State Board of Examiners for Speech-Language Pathology and Audiology.

Required: Valid Texas Driver's license

### **Physical Requirements**

Sight, hearing, talking, lifting up to 25 pounds, walking, bending, driving a vehicle, and hand/finger dexterity.

### **Special Requests or Comments**

Required: Must be able to complete CPR, First Aid training modules, and Defensive Driving. Must have a driving record insurable by Burke's insurance administrator.

### **Hours**

Monday through Friday; hours will vary as needed.

### **Salary**

Negotiable, depending on qualifications and experience.



## Burke Job Posting/ Job Description

### **Position Title**

Part-Time Peer Specialist – CB – Angelina Mental Health Clinic - Lufkin, Texas

### **Position Number**

P #2281

### **General Description**

If you have experienced mental illness and received treatment, this is an excellent opportunity to assist others who are working on their recovery – and it does not require a college education! This rewarding position provides direct clinical services, predominantly Whole Health Action Management to adults. Duties may include administration of a health risk assessment; individual and group work with current recipients of mental health services, planning and organizing educational events, documentation of service provision, and other duties that may be assigned.

### **Education**

Required: Graduation from an accredited high school or its equivalent.

### **Experience**

Required: At least one cumulative year of receiving mental health services for a diagnosis of bipolar disorder, schizophrenia (or related condition) or major depressive disorder.

### **Licenses/Certifications**

Required: Valid Texas Driver's License.

Preferred: Certified Peer Specialist

Training: Burke will provide additional training and testing for required certification (Certified Peer Specialist and a provider of Whole Health Action Management).

### **Physical Requirements**

Sight, hearing, talking, lifting up to 25 pounds, walking, driving a vehicle, and hand/finger dexterity.

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator. Must be willing to share stories of your lived experience as a recipient of mental health services. Must have a reliable vehicle.

### **Hours**

Monday-Friday as scheduled; 25 hours per week.

### **Salary**

If non-certified, \$22,000 annually. Certified, \$24,000 annually.

## Burke Job Posting/ Job Description

### **Position Title**

CPR/First Aid/Back Safety Instructor – P.J. – Central Administration - Lufkin, TX

**(INTERNAL ONLY)**

### **Position Number**

P #1651

### **General Description**

The Instructor will teach CPR, First Aid, and Back Safety to Burke employees, certified by the American Red Cross. The Instructor will present in a classroom setting through lecture, video and demonstration of skills. The Instructor will be responsible for the care of the training materials; he/she will ensure sign in sheets are filled out and promptly returned to Human Resources. Applicants must be reliable and have the ability to work closely with others throughout all levels of the organization. The instructor must have excellent presentation and communication skills.

### **Education**

Graduation from an accredited high school or its equivalent.

### **Experience**

Required: Must have completed six (6) months of continuous service and have been removed from conditional status to be eligible.

Preferred: Training or teaching experience.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

Required: Must have a driving record insurable by Burke's insurance administrator.

Preferred: Certified by American Red Cross to teach CPR/First Aid/Back Safety.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 25 pounds, walking, prolonged standing, bending, kneeling, ability to drive a vehicle and hand/finger dexterity.

### **Hours**

This class is scheduled from 8:30am – 3:00pm. It is a one (1) day course scheduled during a Monday-Friday work week.

This position requires the instructor to arrive at 8:00am to set up the classroom for training and stay after class in order to put up supplies and complete any housekeeping as needed. This position may require some travel to conduct on-site training classes.

### **Salary**

\$100.00 per day; Travel reimbursement provided only if the training class is held outside of the Lufkin area.

## Burke Job Posting/ Job Description

### **Position Title**

Van Driver Instructor – P.J. Central Administration - Lufkin, TX

**(INTERNAL ONLY)**

### **Position Number**

P #1652

### **General Description**

The Instructor will teach a Van Driving course certified by Texas Council Risk Management Fund. The Instructor will train employees on driving skills needed to operate a 15 plus passenger van in a safe and responsible manner. The Instructor will present material in a classroom setting; in addition he/she must set up and administer a driving course exam. The Instructor will be responsible for the care of the training materials; he/she will ensure sign in sheets are filled out and promptly returned to Human Resources. Applicants must be dependable and able to work closely with others throughout all levels of the organization. The instructor must have excellent presentation and communication skills.

### **Education**

Graduation from an accredited high school or it equivalent.

### **Experience**

Required: Must have completed six (6) months of continuous service and have been removed from conditional status to be eligible.

Preferred: Training or teaching experience.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Skills or Training**

Required: Must have a driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 25 pounds, walking, prolonged standing, bending, kneeling, ability to drive a vehicle and hand/finger dexterity. Must be able to work outside in various weather conditions.

### **Hours**

This class is scheduled from 9:00am – 2:00pm. It is a one (1) day course scheduled during a Monday-Friday work week.

This position requires the instructor to arrive at 8:00am to set up the classroom for training and stay after class in order to put up supplies and complete any housekeeping as needed. This position may require some travel to conduct on-site training classes.

### **Salary**

\$100.00 per day; Travel reimbursement provided only if the training class is held outside of the Lufkin area.

## Burke Job Posting/ Job Description

### **Position Title**

SAMA Instructor - P.J. - Central Administration - Lufkin, TX

**(INTERNAL ONLY)**

### **Position Number**

P #1653

### **General Description**

The Instructor will teach Satori Alternatives to Managing Aggression or SAMA in a classroom setting through lecture, video and demonstration of skills. The Instructor will lead participants through exercises and learning activities until they can demonstrate the skills and concepts presented on the tapes. The SAMA instructor will be required to complete a five day certification class in San Antonio in order to be certified to teach the class. The Instructor will be responsible for the care of the training materials; he/she will ensure sign in sheets are filled out and promptly returned to Human Resources. Applicants must be reliable and have the ability to work closely with others throughout all levels of the organization. The instructor must have excellent presentation and communication skills.

### **Education**

Graduation from an accredited high school or its equivalent.

### **Experience**

Required: Must have completed six (6) months of continuous service and have been removed from conditional status to be eligible.

Preferred: Training or teaching experience

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Skills or Training**

Required: Must have a driving record insurable by Burke's insurance administrator.

Preferred: Certified by Satori Learning Designs to teach SAMA.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 25 pounds, walking, prolonged standing, bending, kneeling, ability to drive a vehicle and hand/finger dexterity.

### **Hours**

The SAMA class is scheduled from 9:00am - 4:00pm. The initial class is a two (2) day course and the refresher is a one (1) day course scheduled during a Monday-Friday work week. This position requires the instructor to arrive at 8:30am to set up the classroom for training and stay after class in order to put up supplies and complete any housekeeping as needed. This position may require some travel to conduct on-site training classes.

### **Salary**

\$100.00 per day; Travel reimbursement provided only if the training class is held outside of the Lufkin area.

## Burke Job Posting/Job Description

### **Position Title**

Certified Pharmacy Technician – Part-Time – T.L. – East Texas Behavioral Network, Lufkin, TX

### **Position Number**

P #5251

### **General Description**

This position will work as a pharmacy technician assisting the Pharmacist in dispensing prescriptions in accordance with State guidelines and additional guidelines established by the Pharmacist. Other duties may be assigned, as needed, in order to facilitate the operations of the pharmacy.

### **Education**

Required: Graduation from an accredited high school or its equivalent.

### **Experience**

Required: At least two (2) years working as a pharmacy technician with experience in billing procedures and software systems.

Preferred: Experience typing with Morris & Dickson's Prism program.

### **Licenses/Certifications**

Required: Must have Texas State License and be nationally recognized by the Pharmacy Technician Certification Board.

Required: Valid Texas Driver's license.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 25 pounds, walking, driving a vehicle, and hand/finger dexterity.

### **Hours**

Hours will vary as needed.

### **Salary**

\$12.50 per hour.

## Burke Job Posting/ Job Description

### **Position Title**

Vocational Specialist – J.G. – Burke Industries – Nacogdoches, TX

### **Position Number**

P #5351

### **General Description**

The hourly Vocational Specialist will be responsible for the overall daily management of clients and janitorial contracts. Responsibilities will include client – employee welfare and safety compliance with contract terms and local customer satisfaction; client/employee training; and oversee related documentation, inventory control, vehicle and equipment upkeep, and other duties as assigned. This position will provide vocational services in Nacogdoches County. The Burke Industries Manager directly supervises this position. Potential hazardous working conditions do exist.

### **Education**

Required: Graduation from an accredited high school or its equivalent.

### **Experience**

Required: Computer Skills

Preferred: One (1) year of experience working in a janitorial setting and working with people with disabilities.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

Required: Must be physically able to complete required courses to include, but not limited to, SAMA, CPR, First Aid, Defensive Driving, Van Driving and training modules. Must have a driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

Sight, hearing, talking, walking, lifting up to 50 pounds, prolonged standing, bending and/or kneeling, driving a vehicle, hand/finger dexterity.

### **Hours**

Monday through Friday; 4pm -11pm. Hours could vary depending on contracts.

### **Salary**

\$10.00 per hour.

## Burke Job Posting/ Job Description

### **Position Title**

Vocational Specialist – B.M. – Burke Industries – Lufkin, TX

### **Position Number**

P #5335

### **General Description**

The hourly Vocational Specialist will be responsible for the overall daily management of clients and Litter contracts. Responsibilities will include client – employee welfare and safety compliance with contract terms and local customer satisfaction; client/employee training; and oversee related documentation, inventory control, vehicle and equipment upkeep, and other duties as assigned. This position will provide vocational services in Angelina, Houston and Trinity Counties of Texas. The Burke Industries Manager directly supervises this position. Potential hazardous working conditions do exist.

### **Education**

Required: Graduation from an accredited high school or its equivalent.

### **Experience**

Required: Computer Skills

Preferred: One (1) year of experience working with individuals with disabilities.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

Required: Must be physically able to complete required courses to include, but not limited to, SAMA, CPR, First Aid, Defensive Driving, Van Driving and training modules. Must have a driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

Sight, hearing, talking, walking, lifting up to 75 pounds, prolonged standing, bending and/or kneeling, driving a vehicle, hand/finger dexterity.

### **Hours**

Hours will vary as needed.

### **Salary**

\$9.00 - \$10.00 per hour, depending on experience.

## Burke Job Posting/ Job Description

### **Position Title**

HCS/TXHML Courier (Part-Time) - K.M. - Home & Community Services/Texas Home Living Program - Vidor, TX

### **Position Number**

P #2252

### **General Description**

The Courier provides transportation and supervision to individuals with a DD diagnoses served by the HCS/TxHmL programs on a daily basis. Work duties may include but are not limited to: supervision of consumers to and from day programs, transporting to appointments, deliver groceries/supplies, take care of daily mail route, work with staff/consumers in alternate living residences, work with Case Managers, provide consumer training as requested, assisting with filing charts, clerical duties, and assisting with maintaining unit vehicles.

### **Education**

Required: Graduation from an accredited high school or its equivalent.

### **Experience**

Preferred: One (1) year of responsible experience working with individuals who are developmentally delayed in a direct care role.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

Required: Must be physically able to complete required courses to include, but not limited to, SAMA, CPR, First Aid, Defensive Driving, Van Driving and training modules. Must have a driving record insurable by Burke's insurance administrator. Must have the ability to document appropriately and keep detailed records.

### **Physical Requirements**

Sight, hearing, talking, walking, lifting up to 50 pounds, prolonged standing, bending and/or kneeling, driving a vehicle, hand/finger dexterity.

### **Hours**

Monday through Friday; 7:30 a.m. - 9:30 a.m., and 2:30 p.m. - 4:30 p.m.

Hours/days may vary depending on consumer needs. Appointments and trainings could occur at any time throughout the day.

### **Salary**

\$8.00 per hour.



## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant – C.B. – Diboll House - Diboll, TX

### **Position Number**

P #5298

### **General Description**

The Residential Assistant (RA) provides training and care for individuals who live in a residential facility (ICF/MR group home). Work involves supervising day-to-day living activities; perpetuating a harmonious, home-like environment; working with other professionals; routine documentation; maintaining the group home; and other duties as assigned by the supervisor. Reliable transportation required.

### **Education**

Required: Graduation from an accredited high school or its equivalent.

### **Experience**

Preferred: At least six (6) months of continuous responsible experience working forty (40) hours a week with individuals with intellectual and developmental disabilities in a direct care role, or one (1) year of continuous responsible experience working on an hourly basis with individuals with intellectual and developmental disabilities in a direct care role.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity.

### **Hours**

Hours will vary as needed. Must be willing to work some weekends.

### **Salary**

\$8.00 - \$9.00 per hour.

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant -Nacogdoches Group Home - C.B. - Nacogdoches, TX

### **Position Number**

P #5293

### **General Description**

The Residential Assistant (RA) provides training and care for individuals who live in a residential facility (ICF/MR group home). Work involves supervising day-to-day living activities; perpetuating a harmonious, home-like environment; working with other professionals; routine documentation; maintaining the group home; and other duties as assigned by the supervisor. Reliable transportation required.

### **Education**

Required - (1) Graduation from an accredited high school or its equivalent.

### **Experience**

Preferred: Six (6) months experience working with individuals with developmental disabilities.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

Preferred: Valid Texas commercial driver's license (CDL)

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator. Must be willing to obtain a Texas Commercial Driver's License. Must have ability to keep detailed records.

### **Physical Requirements**

Sight, hearing, talking, walking, lifting up to 50 pounds, prolonged standing, bending or kneeling, driving a vehicle, and hand/finger dexterity.

### **Hours**

Hours will vary as needed.

### **Salary**

\$8.00 - \$9.00 per hour.

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant – B.E. – Home & Community-Based Services (HCS), Lufkin, TX

### **Position Number**

P #5041

### **General Description**

The Residential Assistant provides training and care for individuals with intellectual and developmental disabilities who live in a residential environment (Alternate Living Unit). Work involves supervising day-to-day living activities for all consumers assigned to that unit. The direct-care staff must be able to: perpetuate a harmonious, homelike environment; work with other professional and para-professional staff; daily documentation; and maintaining the ALU in a safe manner.

### **Education**

Required - (1) Graduation from an accredited high school or its equivalent.

### **Experience**

Preferred: One (1) year of continuous responsible experience working forty (40) hours a week with individuals with intellectual and developmental disabilities in a direct care role, or two (2) years of continuous responsible experience working on an hourly basis with individuals with intellectual and developmental disabilities in a direct care role.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Physical Requirements**

Sight, hearing, talking, walking, lifting up to 50 pounds, prolonged standing, bending and/or kneeling, driving a vehicle, hand/finger dexterity.

### **Hours**

Hours and days will vary depending on consumer and program needs.

### **Salary**

\$9.00 per hour.

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant - C.H. - Newton Group Home - Newton, TX

### **Position Number**

P #5295

### **General Description**

The Residential Assistant (RA) is responsible for providing guidance and care for individuals with intellectual and developmental disabilities in a residential home. Daily duties involve supervising residents in performing basic self-help skills, home management tasks, and providing active treatment as scheduled. The RA is also responsible for ensuring that the group home environment is kept safe and clean according to Life Safety and Health standards. Daily documentation includes activity notes, medication inventory records, and progress reports. Other documentation is required on an as-needed basis.

### **Education**

Required: Graduation from an accredited high school or its equivalent.

### **Experience**

Preferred: Six (6) months experience working with adults with developmental disabilities.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid and Defensive Driving training modules. Must complete required employee training. Must have a driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity.

### **Hours**

Hours will vary as needed.

### **Salary**

\$8.00 - \$9.00 per hour.

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant - C.H. - Kirbyville Group Home - Kirbyville, TX

### **Position Number**

P #5294

### **General Description**

The Residential Assistant (RA) is responsible for providing guidance and care for mentally retarded individuals in a residential home. Daily duties involve supervising residents in performing basic self-help skills, home management tasks, and providing active treatment as scheduled. The RA is also responsible for ensuring that the group home environment is kept safe and clean according to Life Safety and Health standards. Daily documentation includes activity notes, medication inventory records, and progress reports. Other documentation is required on an as-needed basis.

### **Education**

Required: Graduation from an accredited high school or its equivalent.

### **Experience**

Preferred: Six (6) months experience working with adults with developmental disabilities.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid and Defensive Driving training modules. Must complete required employee training. Must have a driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity.

### **Hours**

Hours will vary as needed.

### **Salary**

\$8.00 - \$9.00 per hour.

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant - C.H. - Pineland Group Home - Pineland, TX

### **Position Number**

P #5296

### **General Description**

Part-time workers (male & female) needed to staff an ICF-MR Group Home in Pineland Texas. A variety of shift work hours are available. This is an ideal job for college students, particularly those with aspirations of becoming helping professionals. The primary criteria are to have good interpersonal skills and be sensitive and caring towards individuals with disabilities. Reliability and dependability are also very important. The Residential Assistant provides training and assistance to consumers and completes household duties and daily documentation.

### **Education**

Required: Graduation from an accredited high school or its equivalent.

### **Experience**

Experience working with adults with developmental disabilities.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator. Reliable transportation required. Ability to work any shift.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity.

### **Hours**

Hours will vary as needed.

### **Salary**

\$8.00 - \$9.00 per hour.

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant – C.B. – Cunningham Group Home – Lufkin, TX

### **Position Number**

P #5299

### **General Description**

The Residential Assistant (RA) provides training and care for individuals who live in a residential facility (ICF/MR group home). Work involves supervising day-to-day living activities; perpetuating a harmonious, home-like environment; working with other professionals; routine documentation; maintaining the group home; and other duties as assigned by the supervisor. Reliable transportation required.

### **Education**

Required: Graduation from an accredited high school or its equivalent.

### **Experience**

Preferred: Six (6) months experience working with adults with developmental disabilities.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid and Defensive Driving training modules. Must complete required employee training. Must have a driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity.

### **Hours**

Hours will vary as needed.

### **Salary**

\$8.00 - \$9.00 per hour.