



2001 South Medford Dr., Lufkin, TX 75901  
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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 State 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 photograph

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

**Physical requirements listed in positions will be discussed in detail 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 Resources office. Existing Burke employees will be given preferred consideration.**

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

04/07/2017

## 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

04/07/2017

## 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.

04/07/2017

## 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.

04/07/2017

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – N.T. – Centralized Intake Unit – Lufkin, TX

### **Position Number**

P #1630

### **General Description**

The MH Clinician will be responsible for completing assessments and determining if presenting individuals meet criteria for admission to Burke services and/or require referral to community providers. This position is also responsible for conducting emergency assessments, completing some Case Management and Service Coordination functions, and other duties as assigned. The MH Clinician must work according to Burke's guidelines and standards, and will document activities according to Burke, Medicaid and Accreditation standards. Proficient and timely documentation, self-discipline, flexibility, proficient computer skills, and organizational skills are a must. This position is under the direct supervision of the Centralized Intake Service Director. Some traveling within the 12-county region may be required.

### **Education**

Required: Bachelor's degree in Social Work, Psychology, Rehabilitation or other Human Services discipline from an accredited college or university that meets state Qualified Mental Health Professional requirements.

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

### **Experience**

Preferred: Six (6) months' full-time direct care experience working with individuals in a mental healthcare setting. Six (6) months' direct care experience in mental health screening and assessment. Six (6) months' direct care experience in mental health screening and assessment with both adult and child/adolescent populations.

### **Licenses/Certifications**

Required: Valid Texas driver's license

Preferred: LBSW.

### **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.

### **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**

Negotiable, depends on qualifications, licensure, and experience.

04/07/2017

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – M.W. – Coordinated Specialty Care Program – Lufkin, TX

### **Position Number**

P #1672

### **General Description**

The Coordinated Specialty Care program is a specific team based program designed to provide early intervention services for individuals with first episode psychosis between the ages of 15 to 30. The Mental Health Clinician will provide direct care Supported Employment, Supported Education, and Case Management services to enrolled adults with chronic mental illness in the community/home setting. This position will also be responsible for community outreach to educate the community on the program as well as building referrals and community awareness on psychosis. This position performs services according to the individual's approved and prescribed rehabilitation plan, and according to Burke and Medicaid standards and requirements. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in all Burke Mental Health service area. This worker will perform emergency assessment duties as needed. Performs under the supervision of the Coordinated Specialty Care Program Service Director. Extensive travel within Burke's 12 county service area will be required.

### **Education**

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

### **Experience**

Preferred: Six (6) month's direct care experience working with adults in a behavioral healthcare or mental health setting. Familiarity with DSM IV diagnostic criteria.

### **Licenses/Certifications**

Required – Valid Texas driver's license

Preferred – LSW

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator. Must have a reliable personal vehicle and travel routinely 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, Monday-Friday, 8:00 a.m. to 5:00 p.m., but will require occasional after-hours work to complete program requirements.

### **Salary**

\$39,000 annually, depending on qualifications and experience. Travel reimbursement is provided.

04/07/2017

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – D.J. – Family Counseling Associates – Livingston, Texas

### **Position Number**

P #1679

### **General Description**

The Mental Health Clinician will provide direct care rehabilitative services to individual children/adolescents and their families, as well as potentially work with adults, enrolled in services with chronic mental illness in the office and community/home settings. Will perform services according to the individual's approved and prescribed recovery plan, and according to Burke and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in Polk, San Jacinto, and Tyler Counties. Performs duties under the supervision of the unit Clinical Coordinator. As this position will require some travel to remote areas, reliable transportation is required.

### **Education**

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

### **Experience**

Preferred: Six (6) months' direct care experience working with children or adolescents in a behavioral healthcare or educational setting. Knowledge of growth and development. Familiarity with DSM-IV diagnostic criteria.

### **Licenses/Certifications**

Required: Valid Texas driver's license

Preferred: LBSW

### **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. Must have a reliable personal vehicle and travel routinely 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**

\$33,978-\$35,214 annually, depending on qualifications and experience. Travel reimbursement is provided.

04/07/2017



## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – D.J. – Polk Mental Health Clinic - Livingston, Texas

### **Position Number**

P #1680

### **General Description**

The Mental Health Clinician works closely with other team members to provide immediate and intensive response to persons in crisis and to persons needing urgent care that are at high risk of becoming emergent and potentially needing inpatient care. This person will provide specialized services to children, adolescents, adults and their families that reside in Polk, San Jacinto, and Tyler counties. This worker will perform case management, skills training, and other specialized services based on the client's needs and their prescribed treatment plan in accordance with agency and Medicaid standards and requirements. This position provides specialized services to the clients. Duties also include conducting emergency assessments as warranted and intake assessments. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must. Traveling within the three-county region is required.

### **Education**

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

### **Experience**

Preferred: Six (6) months' direct care experience working with adults and/or children and adolescents in a behavioral healthcare or educational setting. Familiarity with DSM-IV diagnostic criteria

### **Licenses/Certifications**

Required – Valid Texas driver's license

### **Physical Requirements**

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

### **Special Requests or Comments**

Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator. Must have reliable personal vehicle and travel routinely with the service area.

### **Hours**

Monday-Friday, 8:00 a.m. to 5:00 p.m., May require occasional after-hours work to complete job responsibilities.

### **Salary**

\$33,978-\$35,214 annually, depending on qualifications and experience.

04/07/2017

## Burke Job Posting/ Job Description

### Position Title

Mental Health Clinician – A.H. – Emergency Services/MCOT - Nacogdoches, Texas

### Position Number

P #1546

### General Description

The Mobile Crisis Outreach Team (MCOT) Mental Health Clinician works closely with other MCOT members to provide immediate and intensive response to persons in crisis and to persons needing urgent care that are at high risk of becoming emergent and potentially needing inpatient care. The MCOT goal is to provide screening and assessment for persons in need and to provide intensive interventions aimed at de-escalating the crisis and, whenever possible, diverting hospitalization. MCOT service is also inclusive of providing support and transport to individuals identified as in need of external support to maintain rehabilitation, case management, and medication services as an enrolled mental health patient. The MCOT personnel will work a forty (40) hour week with an evening schedule, inclusive of weekend rotation coverage. This position will report to the MCOT Team Lead and the MCOT Service Director. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. This position will regularly require travel, generally within a limited area of Burke's service region and will require dependable transportation.

### Education

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

### Experience

Preferred: Six (6) month's direct care experience working with adults in a behavioral healthcare or mental health setting. Familiarity with DSM IV diagnostic criteria.

### Licenses/Certifications

Required – Valid Texas driver's license.

Preferred – LBSW.

### 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.

### Physical Requirements

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

### Hours

Generally, 8:00 a.m. to 5:00 p.m., Monday-Friday with flexibility a must. It will REQUIRE a weekend rotation that's generally every seventh weekend to complete a forty (40) hour week.

### Salary

\$33,196 to \$34,396 annually, depending on qualifications and experience. Travel reimbursement provided.

04/07/2017

## Burke Job Posting/ Job Description

### Position Title

Mental Health Clinician – C.B. – Angelina Mental Health Clinic - Lufkin, TX

### Position Number

P #722

### General Description

The Mental Health Clinician will provide direct care rehabilitative services to enrolled adults with chronic mental illness in the community/home setting. Will perform services according to the individual's approved and prescribed rehabilitation plan, and according to Burke and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in Jasper and Houston counties. Performs under the supervision of the unit Clinical Coordinator. This position will require travel to remote areas.

### Education

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

### Experience

Preferred: Six (6) month's direct care experience working with adults in a behavioral healthcare or mental health setting. Familiarity with DSM IV diagnostic criteria.

### Licenses/Certifications

Required – Valid Texas driver's license.

Preferred – LSW.

### Special Requests or Comments

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

Monday-Friday, 8:00 a.m. to 5:00 p.m., May require occasional after-hours work to complete job responsibilities.

### Salary

\$32,124 to \$33,360 annually, depending on qualifications and experience. Travel reimbursement provided.

04/07/2017

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – C.B. – Family Counseling Associates – Lufkin, Texas

### **Position Number**

P #1673

### **General Description**

This position provides mental health skills and support services to children, adolescents, and their families that reside in Angelina, Trinity, Jasper, Sabine, Newton, and Houston counties. This worker will perform case management, skills training, and other services according to the consumer's approved and prescribed treatment plan. This position also provides services in accordance with Agency and Medicaid standards and requirements. Duties include conducting emergency assessments as warranted. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must.

Traveling within the six-county region is required.

### **Education**

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

### **Experience**

Preferred: Six (6) months' direct care experience working with children or adolescents in a behavioral healthcare or educational setting. Knowledge of growth and development. Familiarity with DSM-IV diagnostic criteria.

### **Licenses/Certifications**

Required: Valid Texas driver's license

Preferred: LBSW

### **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. Must have a reliable personal vehicle and travel routinely 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**

\$32,124-\$33,360 annually, depending on qualifications and experience. Travel reimbursement is provided.

04/07/2017

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – C.B. – Family Counseling Associates – Lufkin, Texas

### **Position Number**

P #1674

### **General Description**

This position provides mental health skills and support services to children, adolescents, and their families that reside in Angelina, Trinity, Jasper, Sabine, Newton, and Houston counties. This worker will perform case management, skills training, and other services according to the consumer's approved and prescribed treatment plan. This position also provides services in accordance with Agency and Medicaid standards and requirements. Duties include conducting emergency assessments as warranted. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must.

Traveling within the six-county region is required.

### **Education**

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

### **Experience**

Preferred: Six (6) months' direct care experience working with children or adolescents in a behavioral healthcare or educational setting. Knowledge of growth and development. Familiarity with DSM-IV diagnostic criteria.

### **Licenses/Certifications**

Required: Valid Texas driver's license

Preferred: LBSW

### **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. Must have a reliable personal vehicle and travel routinely 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**

\$32,124-\$33,360 annually, depending on qualifications and experience. Travel reimbursement is provided.

04/07/2017

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – C.B. – Family Counseling Associates – Lufkin, Texas

### **Position Number**

P #1675

### **General Description**

This position provides mental health skills and support services to children, adolescents, and their families that reside in Angelina, Trinity, Jasper, Sabine, Newton, and Houston counties. This worker will perform case management, skills training, and other services according to the consumer's approved and prescribed treatment plan. This position also provides services in accordance with Agency and Medicaid standards and requirements. Duties include conducting emergency assessments as warranted. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must.

Traveling within the six-county region is required.

### **Education**

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

### **Experience**

Preferred: Six (6) months' direct care experience working with children or adolescents in a behavioral healthcare or educational setting. Knowledge of growth and development. Familiarity with DSM-IV diagnostic criteria.

### **Licenses/Certifications**

Required: Valid Texas driver's license

Preferred: LBSW

### **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. Must have reliable personal vehicle and travel routinely 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**

\$32,124-\$33,360 annually, depending on qualifications and experience. Travel reimbursement is provided.

04/07/2017

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – C.B. – Angelina Mental Health Clinic - Lufkin, Texas

### **Position Number**

P #1676

### **General Description**

The Mental Health Clinician works closely with other team members to provide immediate and intensive response to persons in crisis and to persons needing urgent care that are at high risk of becoming emergent and potentially needing inpatient care. This person will provide specialized services to children, adolescents, adults and their families that reside in Angelina, Trinity, Jasper, Sabine, Newton, and Houston counties. This worker will perform case management, skills training, and other specialized services based on the client's needs and their prescribed treatment plan in accordance with agency and Medicaid standards and requirements. This position provides specialized services to the clients. Duties also include conducting emergency assessments as warranted and intake assessments. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must. Traveling within the six-county region is required.

### **Education**

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

### **Experience**

Preferred: Six (6) months' direct care experience working with adults and/or children and adolescents in a behavioral healthcare or educational setting. Familiarity with DSM-IV diagnostic criteria

### **Licenses/Certifications**

Required – Valid Texas driver's license

### **Physical Requirements**

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

### **Special Requests or Comments**

Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator. Must have a reliable personal vehicle and travel routinely within the service area.

### **Hours**

Monday-Friday, 8:00 a.m. to 5:00 p.m., May require occasional after-hours work to complete job responsibilities.

### **Salary**

\$32,124 to \$33,360 annually, depending on qualifications and experience.

04/07/2017

## Burke Job Posting/ Job Description

### **Position Title**

Early Intervention Specialist – J.A. – Early Childhood Intervention – Lufkin, TX

### **Position Number**

P #605

### **General Description**

The EIS position requires staff to provide case management services and hands on developmental services for children and families in the Early Childhood Intervention (ECI) program in Polk and San Jacinto counties. This position will be housed in Lufkin. Services must be provided in the child's natural environment, so the applicant must be comfortable making home visits and driving to homes throughout the day. Home visits include parent education and working directly with the child on their development. Early Interventionist must be able to administer developmental evaluations and screenings, and write effective treatment plans. The individual must be able to work in a team environment, and with professionals in the community. Strong communication and documentation skills are required to meet billing requirements and strict timelines.

### **Education**

Required: hold a bachelor's degree which includes a minimum of 18 hours of semester course credit relevant to early childhood intervention, including three hours of semester course credit in early childhood development or early childhood special education.

(A) Forty clock hours of continuing education in early childhood development or early childhood special education completed within five years prior to employment with ECI may substitute for the three hour semester course credit requirement in early childhood development or early childhood special education.

(B) Coursework or previous training in early childhood development is required to ensure that an EIS understands the development of infants and toddlers because the provision of SST for which an EIS is solely responsible depends on significant knowledge of typical child development. Therefore, the content of the coursework or training must relate to the growth, development, and education of the young child and may include courses or training in:

- (i) child growth and development;
- (ii) child psychology or child and adolescent psychology;
- (iii) children with special needs; or
- (iv) typical language development.

### **Experience**

Preferred: Six months work experience with children from birth to three years and/or experience with young children with developmental delays and disabilities.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

04/07/2017



### **Special Requests or Comments**

Preferred: Good typing skills and a working knowledge of Microsoft Word. Good time management and organizational skills to meet strict deadlines.

Required: CPR, First Aid and Defensive training modules must be completed. Must have a driving record insurable by Burke's insurance administrator. Reliable transportation is needed for home visits.

### **Physical Requirements**

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

### **Hours**

8:00a.m. to 5:00p.m., Monday thru Friday. Some after-hours work occasionally to accommodate the needs of the families.

### **Salary**

\$30,500-\$32,900 annually, depending on qualifications and experience

## Burke Job Posting/ Job Description

### **Position Title**

Service Coordinator – R.H. – Service Coordination – Polk, San Jacinto, & Trinity Counties

### **Position Number**

P #864

### **General Description**

The Service Coordinator is responsible for providing on-going direct supports to individuals served in HCS, TxHmL, and General Revenue Programs. Duties include but are not limited to, completing assessments, documentation, facilitating program planning and development; monitoring of services; linking and referring individuals to appropriate services; and crisis prevention and management. The Service Coordinator will also be expected to develop an understanding of reimbursement practices and program guidelines. This position will as necessary interact with the individual's family/LAR, team members, and community resources. The Service Coordinator will also be responsible for working with external and internal providers to accomplish Burke's mission "Working Together to Improve Lives." Travel is required to provide monitoring services in the individual's home, school, and/or day service environment.

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### **Education**

Required: Graduation from an accredited high school or its equivalent AND two (2) years of paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program or HCS Program.

Preferred: Bachelor's degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, Criminal Justice, or with a major in a social, behavioral or human services field from an accredited college or university.

### **Licenses/Certifications**

Required: Valid Texas Driver's license

### **Special Requests/Comments**

Preferred: Good typing skills and working knowledge of Microsoft Word. Good organizational skills to meet strict deadlines.

### **Physical Requirements**

Must be physically able to complete all required training to include: Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, and all other required training. Must have visual and auditory skills sufficient to evaluate and monitor consumer needs; fine motor skills for legible writing and typing; mobility required to bend, reach, lift (up to 25 lbs) while assisting consumers, and carrying charts and equipment during a work day. Reliable transportation is required.

### **Hours**

Monday-Friday; Generally, 8am - 5pm. After hours work may be required to meet consumer and program needs.

### **Salary**

\$29,500 to \$32,500 annually, depending on experience and qualifications.

04/07/2017

## Burke Job Posting / Job Description

### **Position Title**

Service Coordinator - L.V. - Developmental Disabilities -Livingston, TX

### **Position Number**

P #1597

### **General Description**

The Service Coordinator will be responsible for working with individuals with intellectual and/or developmental disabilities residing in nursing facilities. The Service Coordinator is responsible for convening and facilitating the individual's service planning team; facilitating the development of the individual's service plan, facilitating revisions to the service plan as needed and facilitating the coordination of services and supports between the individual's service plan and the nursing facility's plan of care. The Service Coordinator is also responsible for completing PASRR Evaluations, interfacing with nursing facility staff and for educating the individual/LAR/families of living options available in the community and in working with the individual who is transitioning to the community, including the development of a Community Living Discharge Plan. Travel is required.

### **Education**

Required: High school diploma or equivalent and two years paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program or HCS program.

Preferred: Bachelor's degree from an accredited college or university in a Human Services field with one year experience working with individuals with intellectual and developmental disabilities.

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Physical Requirements**

Must be physically able to complete all required training to include: Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, and all other required training. Must have visual and auditory skills sufficient to evaluate and monitor consumer needs; fine motor skills for legible writing and typing; mobility required to bend, reach, lift (up to 25 lbs) while assisting consumers, and carrying charts and equipment during a work day. Reliable transportation required.

### **Hours**

Monday-Friday, 8 a.m. - 5 p.m. After hours work may be required to meet consumer and program needs.

### **Salary**

\$29,500-\$32,500 annually, depending on experience and qualifications.

04/07/2017

## Burke Job Posting/ Job Description

### Position Title

Diversion Coordinator - L.V. - Developmental Disabilities - Lufkin, TX

***"INTERNAL ONLY"***

### Position Number

P #1593

### General Description

The Diversion Coordinator is responsible for informing adult individuals with developmental disabilities referred for admission to a nursing facility, their families, and LAR's of community options, services, and supports for which the individual may be eligible AND identify, arrange, and coordinate access to these services in order to diver admission to a nursing facility wherever possible and consistent with an individual's informed choice. The Diversion Coordinator will also be responsible tracking and monitoring notifications of assessments needing completed to ensure they are initiated within 72 hours and successfully submitted to DADS within 7 days; monitoring the completion of 14 day Person Directed Plans and quarterly thereafter; ensuring Community Living Options are presented to individuals/LAR biannually; and providing community education on alternatives to Nursing Facility. The Diversion Coordinator will also provide assistance to Service Coordinators in completion of assessments as needed and will establish a positive working relationship with Nursing Facilities within Burke's local service area. Ability to communicate both verbally and in writing in a clear and effective manner is a must. Must be able to organize time/work so that assignments are completed promptly.

### Education

Required: Graduation from an accredited high school or its equivalent AND two (2) years of paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program or HCS Program. OR, have been authorized by a local IDD authority to provide service coordination prior to April 1, 1999.

Preferred: Bachelor's degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, Criminal Justice, or with a major in a Social, Behavioral or Human Services field from an accredited college or university

### Experience

Preferred: At least one year Service Coordination Experience

### Licenses/Certifications

Required: Valid Texas driver's license

### Physical Requirements

Must be physically able to complete all required training to include: Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, and all other required training. Must have visual and auditory skills sufficient to evaluate and monitor consumer needs; fine motor skills for legible writing and typing; mobility required to bend, reach, lift (up to 25 lbs) while assisting consumers, and carrying charts and equipment during a work day. Reliable transportation required.

### Hours

Monday-Friday, 8 a.m. - 5 p.m. After hours work may be required to meet consumer and program needs.

### Salary

\$27,700 to \$30,700 annually, depending on experience and qualifications

04/07/2017

## Burke Job Posting/ Job Description

### Position Title

Consumer Benefit Consultant – P.W. – Nacogdoches Mental Health Clinic – Nacogdoches, TX

### Position Number

P #1258

### General Description

Process Disability Claims for Burke Clients in the following programs: MH, IDD, FCA, TCCOOMI, and ECI Clients, including development of case histories for claims. Follow up with appeals and Represent clients at Administrative Law Judge Hearings. Complete DHS applications for Medicaid, Children’s Health Insurance Program “CHIP”, TANF, Food Stamps, Medicare D, etc. Must have good working knowledge of Microsoft Word and excellent typing skills. Other duties as assigned.

### Education

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

### Experience

Required: Two years’ experience working with the Mental Health system or Social Security Administration, DHS, Medical Clinic, or working with a Community Assistance Program.

Required: Two years’ of Administrative experience.

### Licenses/Certifications

Required: Valid Texas driver’s license.

### Special Requests or Comments

Must be a self-motivator and can work with little or no direct supervision, excellent organizational skills to meet strict deadlines, and good verbal and written communication skills. Must have a driving record insurable by Burke’s insurance administrator. Dependable transportation is required due to daily and overnight travel for this position. Some applications may be processed in the home of the consumer.

### Physical Requirements

Must be physically able to complete SAMA, CPR, and First Aid. Must have visual and auditory skills sufficient to evaluate and monitor consumer needs, mobility required to bend, reach, lift up to 50 pounds while carrying charts and equipment during a work day.

### Hours

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

### Salary

\$25,000 annually.

04/07/2017

## Burke Job Posting/ Job Description

### **Position Title**

Peer Specialist - M.C. - Nacogdoches Mental Health Clinic - Nacogdoches, TX

### **Position Number**

P #1534

### **General Description**

This 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**

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

Required: Ability to attend training and test to become a Certified Peer Specialist and a provider of Whole Health Action Management (WHAM)

### **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.

### **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.

04/07/2017

## Burke Job Posting/ Job Description

### Position Title

Mental Health Specialist/Day Shift – D.V. – Mental Health Emergency Center - Lufkin, Texas

***“MALE APPLICANTS ONLY”***

### Position Number

P #1410

### General Description

The Mental Health Specialist will provide safety monitoring of resident clients and assists in establishing and maintaining an environment that is therapeutic for persons with mental illness on the Extended Observation and Crisis Residential Units at the Mental Health Emergency Center in Lufkin. These programs operate 24 hours a day, 7 days a week. Duties will include, but may not be limited to the following: monitoring acutely mentally ill adults; intervening when necessary to prevent clients from escalating; facilitating client engagement in treatment services; prompting, supervising and assisting clients in performing basic activities of daily living; and generally observing, documenting, and reporting client conditions and behaviors. May also transport clients to other locations in the community, when necessary. Will perform services in accordance with Center and Medicaid standards and requirements. Emotional maturity, self-discipline, flexibility, and good verbal skills are a must. Performs under the direct supervision of the Therapist and general supervision of the Clinical Nurse.

### Education

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

### Experience

Preferred: Experience working with adults with mental illness.

### 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.

### Special Requests or Comments

Required: Must be physically able to complete all required training to include: Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and other training required in the training modules. Must have a driving record insurable by Burke’s insurance administrator. Reliable transportation required.

### Hours

Staff in this position will work 12-hour shifts (7:00am – 7:00pm) with a total of 7 shifts every 14 days. Will be required to work at least some weekend and holiday shifts on a rotating basis.

### Salary

\$22,800 to \$23,652 annually, depending on qualifications and experience

04/07/2017

## Burke Job Posting/ Job Description

### Position Title

Residential Assistant - Shadylake ALU - J.M. - Lufkin, TX

### Position Number

P #187

### 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 - Graduation from an accredited high school or its equivalent.

### Experience

Required: Must have six (6) months experience working with individuals in a direct care role.

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

### Special Requests or Comments

Required: Must be physically able to complete required courses to include but not limited to: Satori Alternative to Managing Aggression (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, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity.

### Hours

Weekend (40) hours: Friday 10:30p.m.-10:30a.m.; Saturday 7:30p.m.-10:30a.m.; Sunday 7:30p.m.-8:30a.m.

### Salary

\$18,800 - \$20,800 annually.

04/07/2017



## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant - Oscar Berry ALU - J.M. - Home and Community Based Services (HCS)  
Lufkin, TX

### **Position Number**

P #206

### **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 - Graduation from an accredited high school or its equivalent.

### **Experience**

Required: Must have six (6) months direct care experience for individuals.

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

### **Special Requests or Comments**

Required: Must be physically able to complete required courses to include but not limited to: Satori Alternative to Managing Aggression (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**

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

### **Hours**

Friday 10:30pm - 10:30am, Saturday 7:30pm - 10:30am, Sunday 7:30pm - 8:30am.

### **Salary**

\$18,800-\$20,800 annually

04/07/2017

## Burke Job Posting/ Job Description

### Position Title

Residential Assistant - Cherry ALU - B.E. - Home and Community Based Services (HCS)  
Lufkin, TX

### Position Number

P #1469

### 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 - Graduation from an accredited high school or its equivalent.

### Experience

Required: Must have six (6) months experience working with individuals in a direct care role.

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

### Special Requests or Comments

Required: Must be physically able to complete required courses to include but not limited to: Satori Alternative to Managing Aggression (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, lifting up to 50 pounds, prolonged standing, walking, climbing stairs, bending or kneeling, driving a vehicle, and hand/finger dexterity.

### Hours

WEEKNIGHTS: Monday-Thursday; 10:30pm-8:30am

### Salary

\$18,800-\$20,800 annually

04/07/2017

**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.**

04/07/2017

## 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.

04/07/2017

## Burke Job Posting/Job Description

### **Position Title**

Part-Time Speech Language Pathologist – P.P. – Burke ECI Program – Polk & Tyler 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.

04/07/2017

## Burke Job Posting/ Job Description

### Position Title

Part-Time Support Staff – M.S. – Angelina Mental Health Clinic – Lufkin, TX

### Position Number

P #5090

### General Description

This position interacts on a daily basis with the general public, visitors to the center and Burke staff. Responsibilities include answering a multi-line phone, directing calls to various staff, answering requests for services and scheduling appointments for new clients, records maintenance, filing, checking in clients for appointments, data entry, and lobby appearance. Must demonstrate good verbal and written communication skills with superior telephone skills. The position is under the direct supervision of the Clinical Supervisor.

### Education

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

### Experience

Required: One year of responsible clerical and administrative support experience. Proficient in Microsoft Word and Excel.

Preferred: Some experience working in a social service or mental health setting. Telephone etiquette training is preferred.

### Licenses/Certifications

Required: Valid Texas Driver's license

### Special Requests or Comments

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

### Physical Requirements

Must have visual and auditory skills sufficient to interact with consumers and staff. Mobility to bend, reach, lift (up to 50 pounds) sit stand for prolonged periods of time. Fine motor skills required for legible writing.

### Hours

Monday-Friday; 1:00pm-5:00pm

### Salary

\$10.00-\$12.00 per hour

04/07/2017

## 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, \$10.00 per hour, certified, \$11.00 per hour.

04/07/2017

## 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; 29 hours per week.

### Salary

If non-certified, \$10.00 per hour, certified, \$11.00 per hour.

04/07/2017



## 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

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

Preferred: Computer experience

### 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

04/07/2017

## Burke Job Posting/ Job Description

### **Position Title**

Part-Time 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**

30 hours or less per week

### **Salary**

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

04/07/2017

## Burke Job Posting/ Job Description

### Position Title

Part-Time Vocational Specialist – R.P. – Burke Industries - Livingston, TX

### Position Number

P #5102

### General Description

The Vocational Specialist will be responsible for the overall daily management of Burke Industries mowing/litter contract needs. 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. 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

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

### Licenses/Certifications

Required: Valid Texas driver's license

### Physical Requirements

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

### Hours

Monday-Friday; 7am-1pm

### Salary

\$8-\$10 per hour

04/07/2017

## Burke Job Posting/ Job Description

### Position Title

HCS/TXHML Courier (Part-Time) - K.M. - Home & Community Services/Texas Home Living Program - Orange, Polk, Jasper/Newton, & San Jacinto Counties

### 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.

### Hour

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

04/07/2017

## 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

04/07/2017

## 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

04/07/2017

## 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

04/07/2017

## 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/Certification

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

04/07/2017



## 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

04/07/2017

## 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

04/07/2017

## 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

04/07/2017