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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

Crisis Coordinator – M.C. – Mental Health Services – Lufkin, TX

Position Number

P #1539

General Description

The Crisis Coordinator will work within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned. The Coordinator will be the liaison for mental health crisis service coordination with area law enforcement, hospital emergency services, and county judicial systems. The Coordinator will participate in strategic planning, budgeting initiatives, and coordination of services with other Center programs. The Coordinator is responsible for managing the transportation fleet - maintenance schedules, proper functioning of the digital recording systems, police radio, and the archiving of digital recordings. Other duties include maintaining and scheduling staffed law enforcement personnel at the MHEC; maintaining and scheduling of available transport officers; maintaining a cohesive relationship with stakeholders in the 12 county region; and researching individual cases and concerns from stakeholders and articulating findings. The Coordinator will facilitate protocol training with stakeholders in the 12 county region; facilitate training with staffed law enforcement personnel at MHEC; provide guidance and direction to staffed law enforcement personnel at MHEC and the Angelina County Mental Health Deputy; and work collaboratively with the MHEC and MCOT teams in providing timely care for individuals in crisis. This position will report to the Director of Mental Health Operations and will assist in the budget management, quality management, and utilization management of the RETHN program.

Education

Required: Candidate must have a High School diploma from an accredited High School.

Preferred: Bachelor's Degree from an accredited college or university. Preferably in a law enforcement field.

Experience

Required: Candidate must have a minimum three (3) years' experience in a law enforcement setting.

Preferred: Three (3) years' experience in management, training, or administration in law enforcement and familiarity with the Texas Mental Health Code.

Licenses/Certifications

Required: Texas Driver's License.

Preferred: Certified Peace Officer.

Special Requests or Comments

Required: Must be physically able to complete Satori Alternatives to Managing Aggression (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, driving a vehicle, and hand/finger dexterity.

Hours

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. After hours as necessary and to attend meetings. Extensive travel within the 12 county regions will be required.

Salary

Negotiable, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Nursing Supervisor- D.V. – Mental Health Emergency Center
Lufkin, TX

Position Number

P #1384

General Description

The Nursing Supervisor assists the MHEC Service Director in day-to-day operations at the Mental Health Emergency Center, including the development and implementation of medical procedures, as well as monitoring operations to ensure all operations are performed in accordance with State, Joint Commission, Burke, and other industry or professional standards. This position supervises nursing staff and Mental Health Specialist staff, develops staff schedules, and provides direct nursing services as needed. This position also assists the Service Director as needed in administrative tasks. The person in this position may be required to attend meetings with stakeholders in the community and cover for unit nursing staff who are unable to work if coverage cannot be otherwise arranged.

Education

Required: ASN or BSN from and accredited college or university

Experience

Required: Six (6) months experience as a Charge Nurse in a psychiatric inpatient setting.

Preferred: Two (2) years' experience in a nursing supervisor/administrative position.

Licenses/Certifications

Required: Must be licensed to practice as a Registered Nurse by the Texas Board of Nurse Examiners.

Required: Must have a valid Texas Driver's License.

Special Requests or Comments

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

Physical Requirements

Position requires various activities involving visual, auditory, motor skills to communicate; attend meetings/trainings, carrying charts (up to 25 lbs), verbalizes information and responds to complaints.

Hours

Monday through Friday, 8am to 5pm with on-call responsibilities as needed. May be required to work other days/hours as needed to ensure unit staffing and/or attend meetings in the community.

Salary

Negotiable depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Billing Department Manager – D.B. – Business Services – Lufkin, TX

Position Number

P #467

General Description

This position will plan, implement, and oversee Burke’s fee collection and reimbursement system with emphasis on maximizing revenue. Responsible for the supervision of third-party insurance billing staff, including the filing of claims as well as necessary follow-ups; accurate and timely keying of client information; client billing system changes initiated and implemented as needed and staff training provided to ensure the efficient and effective operation of billing.

Education

Required: Bachelor’s degree from an accredited university.

Experience

Required: A minimum of two (2) years’ experience, in a leadership and supervision role as well as processing of Accounts Receivable in a fully automated data system environment.

Preferred: Knowledge of state and federal regulations governing the Medicare and Medicaid Programs.

Knowledge of Excel is a plus.

Licenses/Certifications

Required: Valid Texas driver’s license.

Physical Requirements

Use visual and motor skills to efficiently and effectively utilize computer equipment; sit for long periods of time throughout the day; ability to lift up to 5 pounds to carry or lift supplies. Must be able to attend workshops and provide training in units.

Hours

8:00 a.m. to 5:00 p.m., Monday through Friday. Some after-hours work may be required. No weekends or on-call duties.

Salary

Negotiable based on qualifications.

Burke Job Posting/ Job Description

Position Title

Director of Communications – S.R. – Central Administration – Lufkin, TX

Position Number

P #1556

General Description

The Director of Communications will manage Burke’s corporate communication, media relations, social media and marketing efforts and help Burke fulfill and grow its brand in East Texas. This position will serve as the primary “message manager”. Excellent written and oral communication skills are mandatory. Other responsibilities will include leading strategic planning of marketing campaigns, project management, setting deadlines and measuring effectiveness, managing and coordinating all outreach to print and broadcast media, including serving as Burke’s media spokesperson, preparing and training executives, board members and other staff for speaking opportunities and media interviews. This position will also require professional coordination among the senior staff of several departments and could also involve the management of direct reports and outside consultants and vendors. Extensive travel within Burke’s 12 county service area will be required.

Education

Required: Bachelor’s degree from an accredited college or university.

Preferred: Bachelor’s or Master’s degree in Communications, Journalism, or Marketing from an accredited college or university.

Experience

Required: Minimum of five (5) years’ experience in the Communications, Public Relations, Marketing, or Journalism field.

Preferred: Experience in the management of employees.

Licenses/Certifications

Required: Valid Texas Driver’s License.

Special Requests or Comments

Required: Sight, hearing, speaking, must be able to bend, reach, and lift up to 25 pounds to carry supplies or equipment.

Hours

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

Salary

Negotiable, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Clinical Coordinator – D.J. - Polk Mental Health Clinic – Livingston, TX

Position Number

P #1368

General Description

The Clinical Coordinator is responsible for providing team leadership and supervision to all clinical personnel. Duties include leading and facilitating the multi-disciplinary treatment team; providing and facilitating emergency and mental health assessments for clients; monitoring the clinical admission and discharge criteria; authorizing, supervising, and maintaining intervention/case management services; and assisting the Service Director in clinical service delivery. Duties also include but are not limited to supervising mental health clinicians, intake worker and interns, conducting training sessions, attending community meetings, interviewing staff for vacant positions, and reviewing/analyzing billing reports and other duties as assigned by the Service Director. The position is under the direct supervision of the Service Director..

Education

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

Experience

Required: At least one (1) year of full-time direct care experience working with consumers in a community mental health/medical setting.

Preferred: At least one (1) year of team leadership experience in a community child & adolescent mental health center/medical setting.

Licenses/Certifications

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

Individuals seeking licensure will be considered.

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, prolonged standing, walking, driving a vehicle, and hand/finger dexterity.

Hours

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

Salary

Based on experience and qualifications.

Burke Job Posting/ Job Description

Position Title

Registered Nurse - KB - Mental Health Emergency Center - Lufkin, TX

Position Number

P #1421

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 taking administrative call every other weekend, inventory of medications, patient education, documentation, supervising LVN staff and mental health specialist staff, and other duties as assigned.

Education

Required: 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 1 year experience as a licensed RN working in a medical or acute mental health setting.

Preferred: At least 6 months experience working in a 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 Preventive Management of Aggressive Behaviors (PMAB), 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

7pm to 7am; with a total of 7 shifts every 14 days. Other responsibilities include taking administrative call every other weekend and working holidays on a rotating basis.

Salary

\$50,592 to \$50,914 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – M.L. – Angelina Mental Health Clinic -Jasper, Texas

Position Number

P #1184

General Description

The Mental Health Clinician will provide direct care rehabilitative services to individual adults, as well as potentially work with children/adolescents and their families, 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 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 Angelina, Trinity, Jasper, Sabine, Newton 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 – LBSW.

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- - \$36,450 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Crisis Mental Health Clinician – D.V. – Mental Health Emergency Center - Lufkin, Texas

Position Number

P #1402

General Description

The Crisis Mental Health Clinician will provide direct care rehabilitative services to adults at the Mental Health Emergency Center that operates 24 hours a day, 7 days a week. Duties will include, but may not be limited to the following: conducting mental health and admission assessments; providing group and individual rehabilitative services; handling referral calls; discharge planning, including making arrangements for client transfers to psychiatric hospitals; and providing safety monitoring for clients admitted to these programs. 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: Bachelor's degree in Social Work, Psychology, Rehabilitation or other Human Services discipline that meets QMHP requirements, from an accredited college or university.

Preferred: BSW

Experience

Preferred: Six (6) month's full-time direct care experience working with adults in a behavioral healthcare or mental health setting.

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. Must have reliable personal vehicle and travel routinely with the service area.

Physical Requirements

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

Hours

This position works 12-hour shifts: 7am – 7pm. Will work 7 shifts (80 working hours) every 14 days. Will be required to work every other weekend and some holiday shifts on a rotating basis.

Salary

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

Burke Job Posting/ Job Description

Position Title

Certified Pharmacy Technician – J.H. – East Texas Behavioral Network - Lufkin, TX

“INTERNAL ONLY”

Position Number

P #1305

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

Monday-Friday, 8:00am – 5:00pm

Salary

\$29,994 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

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

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

\$26,252 to \$31,196 Annually, depending on experience and qualifications.

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 OR have been authorized by a local IDD authority to provide service coordination prior to April 1st, 1999.

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

\$26,252 to \$29,960 Annually, depending on experience and qualifications.

Burke Job Posting/ Job Description

Position Title

Certified Pharmacy Technician – J.H. – East Texas Behavioral Network, Lufkin, TX

“INTERNAL ONLY”

Position Number

P #1458

General Description

This position will work as a pharmacy technician primarily 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: National and State Licenses

Preferred: Experience typing with Morris & Dickson’s Pioneer program.

Licenses/Certifications

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

Physical Requirements

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

Hours

Generally, Monday through Friday, 8:00am-5:00pm.

Salary

\$26,000 to \$29,120 annually, depending on qualifications and experience

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

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.

Burke Job Posting / Job Description

Position Title

Insurance Clerk II – D.B. – Business Services – Lufkin, TX

Position Number

P #1557

General Description

The Insurance Clerk position will be responsible for insurance billings and entry of all adjustments and payments and appeals. This position requires an inherent knowledge of medical insurance billing related matters and of general accounts receivable. Position requires the ability to perform numerical detail work with speed and accuracy; communicate in a clear, professional and literate manner, and to establish and maintain a good working relationship with patients, staff and third-party payers.

Education

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

Preferred: Courses in business and bookkeeping.

Experience

Required: At least three (3) years' experience in medical insurance billing, accounts receivable, balancing Accounts Receivable to General Ledger, and data entry in an automated system.

Preferred: Five (5) years' experience in medical insurance billing (including Medicare and Medicaid); one (1) or more years' experience in psychiatric insurance billing in automated systems. Experience with "ClaimMD" patient medical software would be a plus.

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

8:00 a.m. to 5:00 p.m., Monday through Friday. Some after-hours work may be required

Salary

\$22,000 to \$25,000 annually, depending on qualifications and experience.

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

\$18,416 - \$19,899 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

Registered Nurse (PRN)-KB-Mental Health Emergency Center-Lufkin, TX

Position Number

P #5623

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 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 tele health 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.

Education

Required: 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 1 year experience as a licensed RN working in a medical or acute mental health setting.

Preferred: At least 6 months experience working in a 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 Preventive Management of Aggressive Behaviors (PMAB), 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

PRN days or nights

Salary

\$29 to \$32 per hour depending on shift worked.

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

After Hours Assessor - G.C. - Tyler County

Position Number

P #2265

General Description

The After Hours Assessor works on an as needed basis to conduct mental health emergency assessments on individuals who are experiencing a mental health crisis. The After Hours Assessor's main function is to determine the level of placement needed for the individual in crisis. Assessments typically take place in the Emergency Rooms or local jails. Some may be done via tele-video through computer software. The After Hours Assessor reports to the Emergency Services Director.

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 continuous full-time direct care experience in an adult mental health setting, inclusive of some mental health crisis evaluation and intervention.

Licenses/Certifications

Required: Valid Texas driver's license.

Preferred: LSW, or higher.

Physical Requirements

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

Special Requests or Comments

Required: Complete annual trainings in Essential Learning. Must complete suicide prevention training and have a reliable mode of transportation.

Hours

Monday through Friday, hours will vary between the hours of 5:00 p.m. and 8:00 a.m. (continuous through the weekend and on Holidays).

Salary

Paid per assessment. No travel reimbursement.

Burke Job Posting/ Job Description

Position Title

Certified Pharmacy Technician – Part-Time – J.H. – 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 – B.M. – Burke Industries – Lufkin, TX

Position Number

P #5335

General Description

The NDI 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 Angelina County of Texas. The NDI 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, 3:30pm -10:00pm. Hours could vary depending on contracts.

Salary

\$8.50 to \$10.00 per hour, depending on experience.

Burke Job Posting/ Job Description

Position Title

Day Habilitation Specialist - B.M. - Burke Industries -Lufkin, TX

Position Number

P #5330

General Description

The Day Habilitation Specialist is responsible for the overall daily management of the Day Service program including but not limited to: day habilitation training, daily documentation, completing weekly progress notes, implementing and maintaining a daily group training schedule, individual training, assisting consumers with contracts and other duties as assigned by the supervisor. Additional responsibilities will include client-employee welfare and safety; compliance with contract terms and local customer satisfaction; inventory control, vehicle and equipment upkeep, and maintaining a safe work environment for all staff and consumers. The Burke Industries Manager directly supervises this position.

Education

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

Experience

Required: One (1) year of experience working with individuals with Intellectual and Developmental Disabilities.

Required: Computer experience.

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

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

Special Requests or Comments

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

Hours

Monday through Friday, 8:30am-2:30pm.

Salary

\$8.00-\$9.00 per hour depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

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

In-Home Day Habilitation Provider – K.M. Lufkin, TX

Position Number

P #5246

General Description

The In-Home Provider is responsible for providing guidance and care for individuals who live in their home. Duties involve providing training in home and transportation for community activities. Daily documentation includes written narratives, Billing Logs, and program and narrative data sheets. The in-home provider must be dependable and able to meet monthly deadlines.

Education

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

Experience

Preferred: Six (6) months of continuous responsible experience working with individuals with mental retardation 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 Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive 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

This is a part-time position, working 32 hours a week.

Salary

\$8.00 per hour, plus reimbursement for travel

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

Salary

\$7.95 per hour; increase to \$8.25 per hour after six (6) months of satisfactory job performance and completion of all mandatory training.

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 vary as needed.

Salary

\$7.95 per hour to start; increase to \$8.20 per hour after six (6) months satisfactory performance and completion of all mandatory training.

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

Up to 32 hours per week. Days and times vary depending on consumer and program needs.

Salary

\$7.75 to \$8.25 per hour, depending on qualifications and experience.

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 per hour, depending on qualifications and experience.

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 per hour, depending on qualifications and experience.

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 per hour, depending on qualifications and experience.

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

\$7.25 to \$7.95 per hour, depending on qualifications and experience.