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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 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.

07/28/2017

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

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

Required: Physician Assistant or Advanced Practice Nurse require a certification in psychiatry in your discipline

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

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

Monday through Friday; 8:00 a.m. to 5:00 pm

Emergency services participation as per current policy

Salary

Negotiable, depending on certification/license

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1295

General Description

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

Education

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

Experience

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

Licenses/Certifications

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

Required: Valid Texas Driver's License

Physical Requirements

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

Special Requests or Comments

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

Hours

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

Salary

Negotiable, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Therapist - C.B. - Angelina Mental Health/Family Counseling Association - Lufkin, TX

Position Number

P #1522

General Description

This position provides direct clinical services, predominantly advanced individual and group therapy services to children, adolescents and adults. Duties may include completing diagnostic evaluations and comprehensive treatment plans; providing Head Start assessments, providing and facilitating emergency and mental health assessments; monitoring the clinical admission and discharge criteria; authorizing and maintaining intervention/case management services; and assisting the clinical coordinators in clinical service delivery. Duties also include occasional supervision of the multi-disciplinary treatment team, conducting training sessions, providing contract therapy, and reviewing and analyzing clinical reports and other duties as assigned by the clinical coordinator or service director. Position will be housed in Lufkin, but travel within a twelve (12) county region may be required.

Education

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

Experience

Preferred: At least one (1) year of full-time direct care experience working with adults or families, children, or adolescents in a community mental health/medical setting.

Licenses/Certifications

Required: Licensed Professional Counselor Intern (LPC-I), Licensed Marriage and Family Therapist Associate (LMFTA) or Licensed Master Social Worker currently working towards their LCSW, with the State of Texas. Individuals waiting to apply for licensure based on acquiring supervision will also be considered.

Required: Valid Texas Driver's license.

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

Physical Requirements

Required: 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

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

Salary

\$50,000 annually fully licensed; \$40,000 annually if working towards licensure.

Burke Job Posting/ Job Description

Position Title

Licensed Vocational Nurse - L.W. – Mental Health Emergency Center - Lufkin, Texas

Position Number

P #1424

General Description

The LVN will be part of a multidisciplinary treatment team and is responsible for providing nursing care services to acutely mentally ill adult residents at the Extended Observation Unit and the Crisis Residential Unit. They will also be assigned to provide nursing care services to clients who are undergoing medical drug and/or alcohol detox, utilizing the CIWA and OWS rating scales. These units operate 24 hours a day, 7 days a week. Performs under the direct supervision of the Registered Nurse on duty. Duties will include, but may not be limited to giving injections, administering oral medications, monitoring the health status of resident clients, completing medication consents, assisting with psychiatric services provided via telehealth equipment, general nursing duties and coordinating health care needs with other medical care providers. Other responsibilities include inventory of medications, patient education and documentation, collection and tracking of lab specimens, providing care to clients on detox protocols in regard to some ADL's when needed and appropriate, with the assistance of Mental Health Specialist staff, when necessary.

Education

Required: Graduation from an accredited school of nursing and licensed as a Vocational Nurse by the Texas State Board of Licensed Vocational examiners.

Experience

Preferred: 1 year experience as an LVN in a residential, inpatient or acute mental health setting

Licenses/Certifications

Required: Texas Licensed Vocational Nurse

Required: Valid Texas driver's license

Physical Requirements

Required: Sight, hearing, talking, lifting up to 50 pounds, walking, bending or kneeling and hand/finger dexterity.

Special Requests or Comments

Required: Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, and First Aid training modules.

Hours

Staff in this position will work 12-hour shifts (7:00am – 7:00pm) with a total of 7 shifts every 14 days. This position will require the employee to work some weekend and holiday shifts on a rotating basis.

Salary

\$40,000 annually

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – A.H. – Mobile Crisis Outreach Team (MCOT) - Nacogdoches, TX

Position Number

P #1506

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.
Preferred: 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

Required: 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 is provided.

07/28/2017

Burke Job Posting/ Job Description

Position Title

Substance Abuse Counselor - M.C. - Angelina Mental Health Clinic - Lufkin, TX

"PENDING BOARD APPROVAL"

Position Number

P #1684

General Description

Counselor will provide direct care to adolescents and adults in an outpatient setting in our Lufkin and/or Nacogdoches area. Services include group, individual and family counseling; assessment and treatment planning; chemical dependency education; and relapse prevention. Counselor will establish and maintain good working relationships with local schools, probation, judges and other community resources. Counselor must be a recovery role model for clients in treatment.

Education

Required: All educational criteria met for meeting chemical dependency licensure internship status or Bachelor's and/or Master's degree in counseling or human service related field.

Experience

Required: Six (6) months experience working with substance abusers

Preferred: One (1) year of direct care working with individuals with a substance abuse disorder

Licenses/Certifications

Required: Level I Licensed Chemical Dependency Counselor Intern (LCDC CI)

Required: Valid Texas Driver's license

Preferred: Licensed Chemical Dependency Counselor (LCDC)

Physical Requirements

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

Special Requests or Comments

Required: Two (2) years of current and continuous sobriety if applicable. Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and Defensive Driving training modules. Employee must have a driving record insurable by Burke's insurance administrator.

Hours

Monday-Friday; 8am-5pm

Burke Job Posting/ Job Description

Position Title

Substance Abuse Counselor - M.C. - Angelina Mental Health Clinic - Lufkin, TX

"PENDING BOARD APPROVAL"

Position Number

P #1685

General Description

Counselor will provide direct care to adolescents and adults in an outpatient setting in our Lufkin and/or Nacogdoches area. Services include group, individual and family counseling; assessment and treatment planning; chemical dependency education; relapse prevention; Counselor will establish and maintain good working relationships with local schools, probation, judges and other community resources. Counselor must be a recovery role model for clients in treatment.

Education

Required: All educational criteria met for meeting chemical dependency licensure internship status or Bachelor's and/or Master's degree in counseling or human service related field.

Experience

Required: Six (6) months experience working with substance abusers

Preferred: One (1) year of direct care working with individuals with a substance abuse disorder

Licenses/Certifications

Required: Level I Licensed Chemical Dependency Counselor Intern (LCDC CI)

Required: Valid Texas Driver's license

Preferred: Licensed Chemical Dependency Counselor (LCDC)

Physical Requirements

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

Special Requests or Comments

Required: Two (2) years of current and continuous sobriety if applicable. Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and Defensive Driving training modules. Employee must have a driving record insurable by Burke's insurance administrator.

Hours

Monday-Friday; 8am-5pm

Burke Job Posting/ Job Description

Position Title

Service Coordinator - R.H. - Service Coordination -Lufkin, TX

Position Number

P #1474

General Description

The Service Coordinator is responsible for on-going direct supports to individuals served in Texas Home Living and, Home Community Based 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. Self-discipline, flexibility, and time-organization skills are a must.

Education

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

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 am - 5 pm; after hours work may be required to meet consumer and program needs.

Salary

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

Burke Job Posting/ Job Description

Position Title

Support Staff - G.B. - East Texas Behavioral Healthcare Network - Lufkin, Texas

Position Number

P #1456

General Description

The Support Staff position is responsible for providing administrative assistance and support to the Executive Director of ETBHN and other ETBHN Directors. Duties include: data report generation, billing and time sheets for a large number of contract staff, assist with contracts, assisting with non-clinical tasks, scheduling travel, scheduling committees, workgroups, and retreats, taking minutes at all meetings, research, ordering of supplies, assist with updating ETBHN's website, prepare materials for staff meetings and trainings, disseminate information to Centers within the network, compose and send correspondence, provide telephone back-up and linking for the administrative team, and do general filing and copy work as needed. Applicant must have strong computer skills; proficient in database knowledge is a must. Also, the applicant must have great interpersonal and communication skills. Travel is required. This position is directly supervised by the Executive Director of ETBHN and will do some work for all managers and coordinators at ETBHN.

Education

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

Preferred: College courses in areas relating to the above job duties.

Experience

Required: Two (2) years of responsible secretarial or administrative support experience. Working knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software. (MSWord, Excel, Access, PowerPoint).

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

Ability to use visual and motor skills in order to effectively operate a computer, typewriter, and other office equipment.

Hours

Monday - Friday; 8:00 a.m. - 5:00 p.m.

Salary

\$22,000 - \$23,000 annually

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #2273

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Licenses/Certifications

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

Physical Requirements

Required: 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; generally, 8am-5pm

Salary

If non-certified: \$20,800 annually; certified: \$22,880 annually

Burke Job Posting/ Job Description

Position Title

Shipping Clerk – A.B. – East Texas Behavioral Healthcare Network - Lufkin, TX

Position Number

P #1682

General Description

The Shipping Clerk position provides support to the ETBHN Pharmacy with job duties involving performing all tasks necessary to ensure the timely packaging and shipping of pharmacy medications. Job duties include bagging medications, scanning and storing medications in appropriate locations, preparing medications for shipment by packing into boxes, weighing and preparing shipping labels. Works on a daily basis with the PAP/Billing Supervisor and other staff; responsible for key areas: oversight and workflow of the Shipping Room; reports problems with shipments to appropriate pharmacy staff; gathering information on packages; interfacing with clinics; packaging meds; maintaining inventory of shipping supplies and other support duties.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Preferred: Proficiency demonstrated in Microsoft Office Applications.

Preferred: Experience with shipping applications such as Fed Ex and UPS

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

Required: 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; 8am-5pm

Salary

\$19,240-\$21,320 annually

Burke Job Posting/ Job Description

Position Title

Shipping Clerk – A.B. – East Texas Behavioral Healthcare Network - Lufkin, TX

Position Number

P #1683

General Description

The Shipping Clerk position provides support to the ETBHN Pharmacy with job duties involving performing all tasks necessary to ensure the timely packaging and shipping of pharmacy medications. Job duties include bagging medications, scanning and storing medications in appropriate locations, preparing medications for shipment by packing into boxes, weighing and preparing shipping labels. Works on a daily basis with the PAP/Billing Supervisor and other staff; responsible for key areas: oversight and workflow of the Shipping Room; reports problems with shipments to appropriate pharmacy staff; gathering information on packages; interfacing with clinics; packaging meds; maintaining inventory of shipping supplies and other support duties.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Preferred: Proficiency demonstrated in Microsoft Office Applications.

Preferred: Experience with shipping applications such as Fed Ex and UPS

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

Required: 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; 8am-5pm

Salary

\$19,240-\$21,320 annually

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #175

General Description

The Residential Assistant (RA) is responsible for providing guidance and care for individuals with developmental disabilities living in a residential setting. Daily duties involve supervising and/or assisting consumers in performing basic self-help skills and home management tasks. The RA assists the Day Programmer in 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

Required: Six (6) months of responsible experience working with individuals with developmental disabilities in a direct service role

Preferred: Two (2) continuous years of responsible experience working with individuals with developmental disabilities in a direct service role

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

Monday-Friday; 1:00pm-9:00pm. Additional hours are required for staff and consumer meetings.

Salary

\$18,800 to \$20,800 annually, depending on qualifications and experience

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #184

General Description

The Residential Assistant (RA) is responsible for providing guidance and care for individuals with intellectual and developmental disabilities living in a residential setting. Work involves supervising day-to-day living activities; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. The RA assists the Day Programmer in 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

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

Preferred: One (1) year of continuous responsible experience working with individuals with intellectual and disabilities in a direct service role

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 all 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

Monday-Friday; 12pm-8pm. Additional hours may be required for staff and consumer meetings

Salary

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

Burke Job Posting/ Job Description

Position Title

Residential Assistant - J.M. - Shadylake ALU - Home & Community Based Services (HCS)
Lufkin, TX

Position Number

P #188

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 all training modules. Driving record must be 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, walking, driving a vehicle, and hand/finger dexterity

Hours

Monday-Friday; 2:30pm-10:30pm

Salary

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

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. Driving record must be 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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #565

General Description

The Residential Assistant (RA) is responsible for providing guidance and care for individuals with developmental disabilities living in a residential setting. Daily duties involve supervising and/or assisting consumers in performing basic self-help skills and home management tasks. The RA assists the Day Programmer in 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 - (1) Graduation from an accredited high school or its equivalent.

Experience

Required: Six (6) months of responsible experience working with individuals with developmental disabilities in a direct service role.

Preferred: Two (2) continuous years of responsible experience working with individuals with developmental disabilities in a direct service role.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

Required: Must be physically able to complete all parts of Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must complete all required employee training. 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, and/or hand-finger dexterity.

Hours

Monday-Friday; 1:30pm-9:30pm. Additional hours required for staff and consumer meetings.

Salary

\$18,800 to \$20,800 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

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

"FEMALE APPLICANTS ONLY"

Position Number

P #1243

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

WEEKDAYS: Monday-Friday; 2:30pm-10:30pm

Salary

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

Burke Job Posting/ Job Description

Position Title

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

“FEMALE APPLICANTS ONLY”

Position Number

P #1645

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

Weekends 40 hours: (Friday-10:30pm-10:30am; Saturday-7:30pm-10:30am; & Sunday-7:30pm-8:30am)

Salary

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

07/28/2017

**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.**

07/28/2017

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.

Burke Job Posting/ Job Description

Position Title

Part-Time Support Staff – A.H. – Mobile Crisis Outreach Team (MCOT) – Lufkin, TX

Position Number

P #5653

General Description

This position interacts on a daily basis with the general public, visitors to the office, and Burke staff. This position requires support staff to maintain an effective working relationship with consumers and staff. Responsibilities include answering multi-line phone and directing calls to various staff and/or answering requests for Burke services; while demonstrating good telephone etiquette, and other verbal and written communication skills. This position requires support staff to maintain confidential data, as required by agency policies and procedures. Other responsibilities include data entry; maintaining, processing, and scanning records; managing supplies, equipment, and vehicles; assisting supervisor in data gathering, completion of reports; as well as performing other miscellaneous duties. The position is under the direct supervision of the Service Director.

Education

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

Experience

Required: One (1) consecutive year of responsible general office experience, receptionist skills, and computer skills.

Preferred: Two (2) or more consecutive years of receptionist/ office experience, proficiency in Word and Excel, some college hours in the Human Service field, six (6) months' clerical experience in a medical and/or mental health setting, and experience with medication management and medical terminology. Bilingual skill set preferred.

Physical Requirements

Must have visual and auditory skills sufficient to interact with consumers and staff, to type efficiently and utilize computer. Must have mobility to sit or stand for prolonged periods of time and to bend, reach, lift (up to 25 pounds) for carrying charts, supplies, and equipment. Fine motor skills required for legible writing.

License/Certifications

Required: Valid Texas Driver's license

Hours

Monday through Friday; 20-30 hours per week

Salary

\$10.00-\$12.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5351

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5041

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

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

Hours

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

Salary

\$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5298

General Description

The Residential Assistant (RA) is responsible for providing guidance and care for individuals with intellectual and developmental disabilities living in a residential setting. Work involves supervising day-to-day living activities; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. The RA assists the Day Programmer in 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

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

Preferred: One (1) year of continuous responsible experience working with individuals with intellectual and disabilities in a direct service 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

Monday-Friday; 6am-8am & 4pm-9pm

Salary

\$8.00-\$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5293

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

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

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 - \$9.00 per hour

Burke Job Posting/ Job Description

Position Title

Residential Assistant - 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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5294

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 - \$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5296

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Experience working with adults with developmental disabilities.

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 - \$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5299

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 - \$9.00 per hour

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