



2001 South Medford Dr., Lufkin, TX 75901  
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[www.myburke.org](http://www.myburke.org)

### **NOTICE OF POSITION OPENINGS**

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

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

12/07/2018

## Burke Job Posting/ Job Description

### **Position Title**

Telemedicine Psychiatric Provider – P.D. – East Texas Behavioral Healthcare Network/ETBHN  
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**

Required: 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; generally, 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**

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**

Occupational Therapist - P.P. - Burke ECI Program - Lufkin, TX

### **Position Number**

P #1433

### **General Description**

This position provides direct occupational therapy and consultative services as recommended by the team to developmentally delayed and or medically at risk children age birth to three (3) in a community-based setting. *This position will be housed in Lufkin, TX and travel is required.*

### **Education**

Required: Degree in Occupational Therapy from and accredited college or university

### **Experience**

Required: One (1) year of experience working in a direct service role with handicapped individuals  
Preferred: Experience working with birth to age three (3) and/or preschool children

### **Licenses/Certifications**

Required: Occupational Therapist licensed and in good standing by the Texas Board of Occupational Therapy Examiners

Required: Valid Texas Driver's License

### **Physical Requirements**

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

### **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

ETBHN Director – M.T. – East Texas Behavioral Network (ETBHN)  
Lufkin, TX

### Position Number

P #1127

### General Description

The ETBHN Director is the chief administrator of the network:

- Serves as director of the network, reports to the Regional Oversight Committee (ROC) who is the managing body, and will be responsible for leading the organization's success.
- Works with the ROC to develop strategic goals and objectives and be responsible for implementing those goals and objectives successfully.
- Develop and recommend necessary network policies for ROC approval and implement procedures to ensure that all policies are carried out.
- Ensure compliance with relevant fiscal agent procedures and other regulatory requirements.
- Keep the ROC well-informed regarding the state of operations, including events that might positively or negatively impact the operations or finances of the organization.
- Hire well-qualified network personnel in a timely way, supervise and evaluate staff in accordance with fiscal agent policies.
- Formulate budgets for ROC approval and submit monthly financial reports to the ROC.
- Implement and oversee billing and collection processes for network programs and network expenditures in conjunction with the fiscal agent.
- Develop and recommend new grant and business opportunities to expand network services.
- Perform other duties as directed by the ROC.

### Education

Required: Bachelor's degree in business, personnel management or behavioral health related field with a minimum of three (3) years working in a Community Center setting and two (2) years of management/supervisory experience.

Preferred: Master's degree in business, personnel management or behavioral health related field with a minimum of four (4) years working in a Community Center setting and five (5) years of management/supervisory experience.

### Licenses/Certifications

Required: Valid Texas Driver's license.

**Physical Requirements**

Required: Sight, hearing, talking, lifting up to 10 pounds, walking, prolonged standing, bending, kneeling, and hand/finger dexterity. Moderate travel is also required.

**Hours**

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

**Salary**

Negotiable; depending on education, skills, and experience

## Burke Job Posting/ Job Description

### **Position Title**

Administrative Manager – M.C. – Nacogdoches Mental Health Clinic - Nacogdoches, TX

### **Position Number**

P #230

### **General Description**

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

### **Education**

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

Preferred: Bachelor's degree in Business or Management.

### **Experience**

Required: Five (5) years' of full-time secretarial or management experience in a medical office, mental health related setting, or business office.

Preferred: Two (2) years' of leadership and management experience in a medical office, mental health related setting, or business office.

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

Negotiable, depending on qualifications and experience.



## Burke Job Posting/ Job Description

### **Position Title**

Crisis Service Director – M.C. - Mental Health Emergency Center – Lufkin, TX

### **Position Number**

P #1376

### **General Description**

The Crisis Service Director is responsible for the overall implementation, management, supervision, and evaluation of all Extended Observations and Crisis Residential operations at the Mental Health Emergency Center. The Crisis Service Director participates in strategic planning, budgeting initiatives and coordination of services with other Center programs. The Crisis Service Director shall work within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

### **Education**

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

### **Experience**

Required: Required: At least two (2) years of full-time direct experience as a manager of a mental health or substance use facility or (4) years direct experience in a management position. Must also have at least one (1) year full-time experience working in a mental health, residential, crisis stabilization, or respite setting.

Required: Staff supervision, ability to utilize EHR, perform budgetary work, and follow state/federal rules and regulations pertaining to the operation of the programs. MHEC is a 24/7 program and this position will require some after hours and/or weekend consultation.

Required: Critical Competencies for Success: Critical and systems thinking; measuring program outcomes; problem solving; listening; clear, persuasive and convincing communication; providing clear focus and direction; confronting difficult issues, identifying alternatives, deciding on a course of action; collaboration; partnering.

Preferred: Inpatient or residential experience

### **Licenses/Certifications**

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

Required: Valid Texas driver's license.

### **Special Requests or Comments**

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

### **Physical Requirements**

Required: 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, develop and deliver reports. Must have stamina for long days and able to work under hazardous conditions due to potentially aggressive consumers.

### **Hours**

Generally, Monday through Friday, 8am to 5pm. Due to MHEC being a 24/7 operation, the Service Director will be required to work some after hours and/or weekends at times.

### **Salary**

\$65,000 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Clinical Coordinator - C.B - Angelina Mental Health Clinic - Lufkin, TX

### **Position Number**

P #1479

### **General Description**

The Clinical Coordinator is responsible for providing team leadership and supervision of all clinical personnel for children services. Duties include leading and facilitating treatment teams; 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; managing billing error reports; and assisting the Service Director in managing the utilization of all clinical resources. Duties may also include the supervision of skills trainers, team lead and interns 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 children with mental illness  
Preferred: At least one (1) year of supervisory or team leadership in which supervising direct care clinicians

### **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**

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**

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

### **Salary**

\$52,500 annually

## Burke Job Posting/ Job Description

### **Position Title**

Licensed Vocational Nurse – M.C. – Nacogdoches Mental Health Clinic – Nacogdoches, TX

### **Position Number**

P #999

### **General Description**

The Licensed Vocational Nurse is responsible for providing nursing services to clients at Nacogdoches Mental Health Clinic. This position may occasionally provide nursing services to children and adolescents at Nacogdoches Family Counseling Associates. Duties include: giving injections, completing nursing assessments, completing medication consents, overseeing the indigent medication program, completing refill prescription, and answering patient phone questions. Other responsibilities include inventory of medications, patient education, documentation, coordinating drug representative visits, and other duties as assigned.

### **Education**

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

### **Experience**

Required: One (1) year of experience working with consumers in a medical setting.

Preferred: Experience working with consumers in a mental health setting.

### **Licenses/Certifications**

Required: Texas licensed Vocational Nurse

Required: Valid Texas driver's license

### **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**

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

### **Hours**

Monday – Friday; generally, 8:00 am – 5:00 pm.

### **Salary**

\$38,000 annually

## Burke Job Posting/ Job Description

### Position Title

Mental Health Clinician – M.S. – System of Care – Polk Mental Health Clinic - Livingston, TX

### Position Number

P #1719

### General Description

This position provides mental health skills and support services to children, adolescents, and their families that reside in Polk and Tyler counties. This worker will perform case management, skills training, and other services such as WRAP according to the consumer's approved and prescribed treatment plan. This position will primarily work with children and adolescents who are at risk of out of home placement or are currently residing in Residential Treatment Centers (RTC). An element of travel to RTCs will be required at times. This could also require an overnight stay in the respective area that the RTC is located. This position will work closely with the Department of Family and Protective Services as well as the Juvenile Justice System. This position also provides services in accordance with Agency and Medicaid standards and requirements. Duties include conducting emergency assessments as warranted. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must.

### Education

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

### Experience

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

### Licenses/Certifications

Required: Valid Texas driver's license

Preferred: LBSW

### Special Requests or Comments

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

### Physical Requirements

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

### Hours

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. As mentioned above, visits to Texas Residential Treatment Centers will require overnight stays.

### Salary

\$35,324-\$36,560 annually, depending on qualifications and experience

Travel reimbursement is provided.

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – C.B. – Family Counseling Associates – Crockett, TX

### **Position Number**

P #1602

### **General Description**

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

### **Education**

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

### **Experience**

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

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

### **Physical Requirements**

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

### **Hours**

Monday through Friday; generally, 8:00 am to 5:00 pm However, this position may require occasional after-hours work to complete job responsibilities.

### **Salary**

\$34,724-\$35,960 annually, depending on qualifications and experience. Travel reimbursement is provided.

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1563

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license

Preferred: LBSW

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

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

However, this position may require occasional after-hours work to complete job responsibilities.

### **Salary**

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

Travel reimbursement is provided.

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1304

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license

Preferred: LBSW

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

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

However, this position may require occasional after-hours work to complete job responsibilities.

### **Salary**

\$32,924 - \$34,160 annually; depending on qualifications and experience

Travel reimbursement provided.



## **Burke Job Posting/ Job Description**

### **Position Title**

Service Coordinator – L.V. – Developmental Disabilities - Nacogdoches, TX

### **Position Number**

P #1548

### **General Description**

The Service Coordinator will be responsible for working with individuals with intellectual and/or developmental disabilities residing in nursing facilities in Nacogdoches and Shelby counties. The Service Coordinator is responsible for initial IDT meetings, convening and facilitating the individual's service planning team; facilitating the development of the individual's service plan, community living options quarterly, 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 in Nacogdoches and Shelby Counties.

### **Education**

Required: 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 and/or two years paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program prior to April 1<sup>st</sup>, 1999.

### **Experience**

Preferred: One (1) year paid experience as a case manager working with individuals with intellectual and developmental disabilities.

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Physical Requirements**

Required: Must have visual and auditory skills sufficient to evaluate and monitor consumer needs, mobility required to bend, reach, lift up to 25 pounds while assisting consumers, completing SAMA course, carry charts and equipment during a work day. Fine motor skills for legible writing and driving of a motor vehicle for business related travel. Hazardous conditions exist due to potentially aggressive consumers.

### **Hours**

Monday-Friday; generally, 8 a.m. - 5 p.m.

After hours work may be required to meet consumer and program needs.

### **Salary**

\$29,500 - \$34,300 annually; depending on experience and qualifications

## Burke Job Posting/ Job Description

### **Position Title**

Support Staff Team Lead - N.T. – Centralized Intake - Lufkin, TX

### **Position Number**

P # 1075

### **General Description**

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

### **Education**

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

### **Experience**

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

Preferred: At least two (2) years of supervisory experience working in a medical and/or mental health related setting.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

\$27,000 annually

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Specialist/Day Shift – D.E. - Mental Health Emergency Center - Lufkin, TX

### **Position Number**

P #1411

### **General Description**

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

### **Education**

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

### **Experience**

Preferred: Experience working with adults with mental illness.

### **Licenses/Certifications**

Required: Valid Texas Driver's license.

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

\$22,800 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Support Staff - C.M. - Developmental Disabilities- Lufkin, TX

### **Position Number**

P #1193

### **General Description**

This position interacts on a daily basis with the general public and Burke staff. The Support Staff is responsible for tracking expiration dates and ensuring documentation is current; processing and assisting the Service Director with enrollment activities; and data entry. Other duties include answering multi-line phone, mail dispersal and routing, processing records request, scanning documents into electronic charts, processing invoices, ordering supplies, as well as other miscellaneous duties. This position must maintain an effective working relationship with consumers and staff. Maintain confidential data as required by policy and procedure. Must demonstrate good verbal and written communications skills. Excellent time management and organization skills is a must.

### **Education**

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

### **Experience**

Required: One (1) consecutive year of responsible clerical experience.

Required: Proficient in Microsoft Word, Ability to type 45 WPM, experience with multi-line telephone system.

Preferred: At least two (2) years of consecutive secretarial experience.

### **Physical Requirements**

Required: Sight, hearing, talking, walking, lifting up to 25 pounds, ability to sit and stand for prolonged periods of time, bending or kneeling, driving a vehicle, and hand/finger dexterity. Must have a driving record insurable by Burke's insurance administrator.

### **Hours**

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

### **Salary**

\$22,000 annually

## Burke Job Posting/ Job Description

### **Position Title**

Support Staff - C.B. - Angelina Mental Health Clinic - Lufkin, TX

### **Position Number**

P #1296

### **General Description**

This position interacts on a daily basis with the general public, visitors to the center and Burke staff. Responsibilities include answering multi-line phone, mail dispersal and routing, fee collections, data entry, processing records requests, scanning documents into electronic charts, assisting clinical staff, scheduling, as well as other miscellaneous duties. This position must maintain an effective working relationship with consumers and staff. Maintain confidential data as required by policy and procedure. Applicant must demonstrate good verbal and written communication skills. This position is under direct supervision of the Support Staff Supervisor.

### **Education**

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

### **Experience**

Preferred: Minimum of one year office experience and/or experience working in a medical or mental health-related setting.

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Physical Requirements**

Required: Sight, hearing, talking, walking, lifting up to 50 pounds, ability to sit and stand for prolonged periods of time, bending or kneeling, driving a vehicle, and hand/finger dexterity. Applicant must have a driving record insurable by Burke's insurance administrator.

### **Hours**

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

### **Salary**

\$22,000 annually

## Burke Job Posting/ Job Description

### **Position Title**

Support Staff - N.T. - Centralized Intake - Lufkin, TX

### **Position Number**

P #1464

### **General Description**

This position interacts on a daily basis with the general public, visitors to the office and Burke staff. Responsibilities include: answering multi-line phones, answering requests for Burke services and scheduling appointments for new clients, data entry, records maintenance, and acting as receptionist for Intake. Must demonstrate good verbal and written communication skills, telephone etiquette, maintain an effective working relationship with consumers and staff. Must maintain confidential data as required by policy and procedure. Assist supervisor in data gathering, completion of reports and daily office operation. Travel to satellite clinics will be required. The position is under the direct supervision of the Support Staff Supervisor.

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

Required: Two (2) years of clerical experience and moderate to advanced computer skills.

Preferred: Minimum of three (3) years of clerical/receptionist experience in a medical or mental health related setting.

Preferred: Bilingual (English/Spanish)

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Physical Requirements**

Required: Sight, hearing, talking, walking, lifting up to 50 pounds, ability to sit and stand for prolonged periods of time, bending or kneeling, driving a vehicle, and hand/finger dexterity. Must have a driving record insurable by Burke's insurance administrator.

### **Hours**

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

### **Salary**

\$22,000 annually

Travel reimbursement is provided

## Burke Job Posting/ Job Description

### Position Title

Support Staff – C.A. – East Texas Behavioral Healthcare Network (ETBHN) – Lufkin, TX

### Position Number

P #1574

### General Description

The Support Staff functions primarily as clerical support for a closed-door mail-order Pharmacy. Work may include: assistance in implementation of indigent medication programs, faxing critical information, gathering information regarding prescription refills and other pharmacy support duties. Secondary duties will include: answering telephones and filing. Excellent phone skills are required. Must interact effectively with the pharmacy staff to ensure all pharmacy standards are in compliance and must be capable of assessing needs and formulating solutions to meet pharmacy needs with a minimum of supervision. Good verbal and written communication skills are needed. Travel may be required on an as-needed basis.

### Education

Required: Graduation from an accredited high school or its equivalent

### Experience

Required: Two (2) years' of responsible clerical and administrative support experience

Required: Proficient in Microsoft Word and Excel

### Licenses/Certifications

Required: Valid Texas driver's license

### Special Requests or Comments

Required: Must be able to complete Defensive Driving and Training Modules. Must have a driving record insurable by Burke's insurance administrator. Applicants may be asked to complete a pre-interview screening that addresses computer skills.

### Physical Requirements

Required: Must have visual and auditory skills sufficient to interact with consumers and staff. Mobility required to bend, reach, lift (up to 25 pounds) for carrying charts, supplies and equipment. Fine motor skills are required for legible writing.

### Hours

Monday through Friday; 8:00 am – 5:00 pm

### Salary

\$22,000 annually

## Burke Job Posting/ Job Description

### **Position Title**

Support Staff - P.W. - Consumer Benefits - Lufkin, TX

### **Position Number**

P #1687

### **General Description**

This position will be responsible for a Housing Caseload, data entry, scanning records into the electronic records, filing, updating housing waiting list, and other duties as assigned.

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

Required: Two (2) years of responsible clerical and administrative support experience

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Physical Requirements**

Required: Must have visual and auditory skills sufficient to interact with consumers and staff. Mobility is required for bending, reaching, and lifting up to 25 pounds for carrying charts, supplies and equipment. Fine motor skills are required for legible writing. Applicant must have a driving record insurable by Burke's insurance administrator.

### **Hours**

Monday - Friday; 8:00 am - 5:00 pm

### **Salary**

\$22,000 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**

\$20,800 annually

## 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 involve supervising day-to-day living activities; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. The RA provides active treatment training 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 active treatment data, 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 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.

### **Physical Requirements**

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

### **Hours**

HOURS: Monday – Friday; 12pm – 8:00pm. Additional hours may be required for staff and consumer meetings/trainings.

### **Salary**

\$20,800 annually

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #185

### **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 involve supervising day-to-day living activities; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. The RA provides active treatment training 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 active treatment data, 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 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.

### **Physical Requirements**

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

### **Hours**

Wednesday, Thursday and Friday; 8:00pm to 9:30 a.m. for two days & 8:00 p.m. to 9:00 a.m. last day. Additional hours may be required for staff and consumer meetings/trainings.

### **Salary**

\$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**

\$20,800 annually

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1468

### **General Description**

The Residential Assistant provides training and care for individuals with intellectual and developmental disabilities that 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. Applicant must have a driving record insurable by Burke's insurance administrator. Must have the ability to document appropriately and keep detailed records.

### **Physical Requirements**

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

### **Hours**

Monday-Friday; 2:30p.m. - 10:30p.m.

### **Salary**

\$20,800 annually

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1469

### **General Description**

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

### **Education**

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

### **Experience**

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

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

### **Licenses/Certifications**

Required: Valid Texas Driver's License

### **Special Requests or Comments**

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

### **Physical Requirements**

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**

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

### **Salary**

\$20,800 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/VISION/LIFE/DISABILITY  
BENEFITS, PAID HOLIDAYS, VACATION BENEFITS OR  
SICK BENEFITS.**

## Burke Job Posting / Job Description

### **Position Title**

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

### **Position Number**

P #5277

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

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

Required: Valid Texas Driver's license.

### **Physical Requirements**

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**

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 – M.C. – Nacogdoches Mental Health Clinic – Nacogdoches, 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**

Required: 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; 8:00 a.m. – 12:00 p.m.

### **Salary**

\$10.00 - \$12.00 per hour

## Burke Job Posting/ Job Description

### **Position Title**

Transporter (Part-Time) – K.B. – Care Navigation Program – Lufkin, Nacogdoches, & Livingston, TX

### **Position Number**

P #2252

### **General Description**

The Care Navigation Program Transporter will provide client transportation services, as part of a multidisciplinary team, caring for clients enrolled in services with chronic mental illness. The Transporter will assist in the tracking of client appointments in the clinical offices at Burke, as well as in the community with providers, and other community resources, as outlined in the client's treatment plan of care. The transporter will ensure that the client reaches and completes these specified appointments in a timely and safe manner. The Transporter will engage the client and their caregivers with excellent customer service and customer focus, in a supportive communicative manner, and also demonstrate excellent listening and decision making skills. Transporter will perform duties under the supervision of the Care Navigation Registered Nurse. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in our 12 County Region as assigned.

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

Preferred: Six (6) months experience working with adults in a client general health care or Mental Health Care services capacity

### **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. Applicant must have a driving record insurable by Burke's insurance administrator. Must have the ability to document appropriately and keep detailed records.

### **Physical Requirements**

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

### **Hours**

Monday-Friday; 30 hours per week, during the hours of 8am-5pm

### **Salary**

\$9.62 per hour

Travel reimbursement is provided.

## Burke Job Posting / Job Description

### **Position Title**

Residential Assistants - Home & Community-Based Services (HCS), Lufkin, TX  
WEEKENDS ONLY - (Shadylake & Oscar Berry ALU)

### **Position Number**

P #5041

### **General Description**

The Residential Assistants 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**

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**

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

### **Hours**

*(WEEKENDS ONLY)*

Saturday: 10:30am - 7:30pm

Sunday: 10:30am - 7:30pm

### **Salary**

\$9.00 per hour

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #2255

### **General Description**

The Day Habilitation Specialist will be responsible for the overall daily management of clients and daily activities. Responsibilities will include client-employee welfare and safety; compliance with contract terms and local customer satisfaction; client/employee training; and oversee related documentation, inventory control, vehicle and equipment upkeep, and other duties as assigned. The BI Manager directly supervises this position.

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

Preferred: One (1) year of experience working with individuals with developmental 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. Must have the ability to use a computer to document appropriately and keep detailed records.

### **Physical Requirements**

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

### **Hours**

Monday - Friday, 29 hours per week

### **Salary**

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

## Burke Job Posting/ Job Description

### **Position Title**

PART-TIME In Home Provider – K.M. – Home & Community Based Services (HCS) - Jasper, TX

### **Position Number**

P #5246

### **General Description**

The Part-time In Home Provider is responsible for providing guidance and care for persons with intellectual and/or developmental disabilities in their home. Daily duties include: supervising residents in performing basic self-help skills, home management tasks, and providing active treatment as scheduled. The Part-time In Home Provider is also responsible for ensuring that the home environment is kept safe and clean. Daily documentation may include: 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**

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

### **Hours**

Monday – Sunday; preferably morning hours

### **Salary**

\$8.00 - \$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/IDD 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-IDD 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/IDD 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**

Litter Crew Member – C.P. – Burke Industries – Sabine and San Augustine Counties, TX

### **Position Number**

P #5102

### **General Description**

The Litter Crew Member involves being part of a work crew removing litter from along designated roadways. Essential duties and responsibilities include the following. (other duties may be assigned)

- Pick up litter along designated roadways
- Bag all picked up litter
- Loading of trash bags into truck and trailer
- Unloading bags from truck or trailer at designated locations
- Moving highway awareness signs during the work day
- Must work with and cooperate with others
- Must obey all safety rules and regulations

The Burke Industries Manager directly supervises this position. Potential hazardous working conditions do exist.

### **Physical Requirements**

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

### **Hours**

Monday - Friday; 7:30 am – 2:00 pm

### **Salary**

\$8.00 an hour