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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.

12/14/2018

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

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

Position Number

P #1457

General Description

The Crisis Therapist will provide direct care rehabilitative and therapy services to adults at the Mental Health Emergency Center, including clients in the Detox program, as part of a multidisciplinary treatment team. These programs operate 24 hours a day, 7 days a week. Duties will include, but may not be limited to the following: working with stakeholders making referrals to the program; conducting mental health and admission assessments; providing group and individual therapy/rehabilitative services; developing treatment plans; and ensuring that clients in these programs receive active treatment defined in a treatment plan. Additional duties may also include making assignments for paraprofessional staff. 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 MHEC 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 adults with mental illness.

Preferred: Experience providing mental health crisis/emergency services in an inpatient or residential setting.

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.

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

Hours

Shifts are 7am to 7pm; 7 shifts to be worked every 14 days for a total of 80 hours worked over each 2-week pay period. Will be required to work every other weekend, and some holiday shifts on a rotating basis.

Salary

\$52,500 annually.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #21

General Description

The Children's Lead Therapist will carry a caseload and other duties associated with a clinical supervisor. The duties include clinical supervision of the children's staff; conducting multi-disciplinary staff meetings; oversight of the clinics YES waiver program with reporting responsibilities; along with related clinical administrative reporting and tracking duties. Duties include, but are not limited to, completing plan of care oversights, servicing outside contracts as needed, conducting training sessions, interviewing staff for vacant positions, and other duties as assigned. Traveling in a six (6) county region may be required. This position reports to the Clinical Coordinator.

Education

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

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

Preferred: Current position as a QMHP-CS or Therapist within the Burke Mental Health System. A QMHP must have two years full time Mental Health Experience. A Therapist seeking licensure must have one year full time experience with Mental Health. A current fully licensed therapist is qualified.

Licenses/Certifications

Required: Valid Texas driver's license

Preferred: Current employment as an LPHA or QMHP-CS

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

Hours

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

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

Salary

\$40,000 - \$50,000 annually; depending on education and license.

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 – Livingston, TX

Position Number

P #1607

General Description

The Mental Health Clinician will provide direct care rehabilitative services to individual adults, as well as potentially work with children/adolescents and their families, enrolled in services with chronic mental illness in the office and community/home settings. Will perform services according to the individual's approved and prescribed recovery plan, and according to Center 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) month's direct care experience working with adults in a behavioral healthcare or mental health setting. Familiarity with DSM IV diagnostic criteria.

Licenses/Certifications

Required – Valid Texas driver's license.

Preferred – LBSW.

Special Requests or Comments

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

\$34,724 - \$35,960 annually, depending on qualifications and experience.

Travel reimbursement 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

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

Position Number

P #1589

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

Licenses/Certifications

Required: Valid Texas driver's license.

Preferred: LSBW.

Physical Requirements

Required: Sight, hearing, talking, lifting up to 50 pounds, prolonged standing, 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, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator. Must have a reliable personal vehicle and travel routinely within the service area.

Hours

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

May require occasional after-hours work to complete job responsibilities.

Salary

\$32,924 to \$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 1st, 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/Medical Support – C.B. – Angelina Mental Health Clinic – Lufkin, TX

Position Number

P #1264

General Description

This position aids in the efficient operation of the outpatient clinic and the expansion of services provided by Burke; interacting with staff, consumers and other agencies. This position will monitor client's services, coordinating the needs for each individual. Duties include oversight and implementation of the indigent Medication programs, coordinating lab work and tracking, gathering information for prescription refills, faxing prescriptions to numerous pharmacies, cataloging sample medications, maintaining inventory of medical supplies, problem solving, answering phones, filing and other nursing support duties. This position will also aid in some direct care (taking vital signs).

Education

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

Experience

Required: One (1) year of responsible clerical experience. Proficient in Microsoft Word, Ability to type 45 WPM, experience with multi-line telephone system.

Preferred: Six (6) months' clerical or direct care experience in a mental healthcare environment and/or a medical setting. Experience with PAP, medication management, and medical terminology.

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 required to bend, reach, lift (up to 25 pounds) for carrying charts, supplies and equipment. Fine motor skills required for legible writing.

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

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 - 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

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: 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