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NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

Burke Job Posting/ Job Description

Position Title

Telemedicine Psychiatric Provider – A.H. – East Texas Behavioral Healthcare Network, Lufkin, TX

Position Number

P #1499

General Description

Provision of psychiatric services to adults (may include some child and adolescent coverage). No relocation is necessary for this position.

Education

Required: Completion of accredited program in your area of specialty.

Licenses/Certifications

Required: Licensed in the State of Texas as a Physician, Advanced Practice Nurse or Physician Assistant. Preferred: Current unrestricted Texas license to practice medicine; Board eligibility in Child & Adolescent Psychiatry. Board Certification in Child & Adolescent Psychiatry; Board Certification in General Psychiatry.

Physical Requirements

Visual and auditory skills sufficient to evaluate, treat, and monitor patients; mobility required to bend, reach, lift (up to 50 pounds) while assisting patients, complete Satori Alternative to Managing Aggressive Behavior (SAMA), carrying charts (equipment); and fine motor skills for legible handwriting and driving.

Hours

8:00 a.m. to 5:00 p.m., Monday through Friday. Emergency services participation as per current policy.

Salary

Negotiable, depending on certification/license.

Burke Job Posting/ Job Description

Position Title

Speech Language Pathologist – P.P. – Cornerstone ECI Program (Tyler, Jasper, & Newton Counties)

Position Number

P #970

General Description

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

Education

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

Experience

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

Licenses/Certifications

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

Texas Driver’s License

Special Requests or Comments

Required: CPR, First Aid , Defensive Driving and all other training required by the program. Must have a driving record insurable by Burke’s insurance administrator.

Physical Requirements

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

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

Position Number

P #1421

General Description

Registered Nurses are part of a multidisciplinary treatment team and are responsible for providing nursing care services to acutely mentally ill adult residents at the Mental Health Emergency Center. This program operates 24 hours a day, 7 days a week. Under the clinical direction of a physician and Nursing Clinical Coordinator, duties include giving injections, administering oral medications, completing admission and other nursing assessments, completing medication consents, taking inquiry calls from the community regarding potential admissions, reviewing medical records to determine appropriateness for admission, coordinating psychiatric assessments utilizing telehealth equipment, coordinating emergency healthcare needs with other medical care providers, and maintaining constructive relationships with stakeholders in the community. Other responsibilities include inventory of medications, patient education, documentation, supervising LVN staff and mental health specialist staff, and other duties as assigned.

Education

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

Experience

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

Preferred: At least 6 months experience working in a mental health setting.

Licenses/Certifications

Required: Texas license as a Registered Nurse.

Special Requests or Comments

Required: Must be physically able to complete Preventive Management of Aggressive Behaviors (PMAB), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator.

Physical Requirements

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

Hours

7pm to 7am; with a total of 7 shifts every 14 days. May be required to work every other weekend, and holidays on a rotating basis.

Salary

\$49,632 to \$50,632 Annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1545

General Description

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

Education

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

Experience

Preferred: Six (6) months of direct care experience in an adult mental health setting, inclusive of some mental health crisis evaluation and intervention.

Licenses/Certifications

Required: Valid Texas driver's license.

Preferred: LSW.

Physical Requirements

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

Special Requests or Comments

Required: 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.

Hours

Either four (4) 10-hour shifts a week (8:00 a.m. to 7:00 p.m.) or five (5) 8-hour shifts a week (8:00 a.m. to 5 p.m.), with flexibility a must. Requires a weekend rotation that's generally every eighth or ninth weekend to complete a forty (40) hour week.

Salary

\$33,196 to \$37,996 annually, depending on qualifications and experience. Travel reimbursement provided.

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician - M.C. - Nacogdoches Mental Healthcare Center - Nacogdoches, Texas

Position Number

P #1224

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required - Valid Texas driver's license.

Preferred - LSBW.

Physical Requirements

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 reliable personal vehicle and travel routinely with the service area.

Hours

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

Salary

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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1553

General Description

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

Education

Required: High school diploma or equivalent and two years paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program or HCS program OR have been authorized by a local IDD authority to provide service coordination prior to April 1st, 1999.

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

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

Must have visual and auditory skills sufficient to evaluate and monitor consumer needs, mobility required to bend, reach, lift up to 50 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, 8 a.m.- 5 p.m. After hours work may be required to meet consumer and program needs.

Salary

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

Burke Job Posting/ Job Description**Position Title**

Home Manager - Cherry/Tanglewood – B.E. – Lufkin, TX

Position Number

P #1495

General Description

The Home Manager is responsible for: ensuring the group home runs smoothly, effectively and cost-efficiently by organizing and managing a wide variety of job duties. The Home Manager assists consumers residing in the home in achieving their maximum level of independence through assessment of their needs, development of treatment strategies, and implementation of the Person Directed Plan. The Home Manager must be able to provide a wide variety of training activities to consumers and monitor active treatment to document progress. The Home Manager provides administrative assistance to the Service Director to include, but not limited to, scheduling staff, recruitment and monitoring of hourly residential staff, providing unit/consumer specific staff training and scheduling staff for required agency training, timekeeping for both salaried and hourly staff, overseeing the upkeep of the home and vehicle, and ensuring compliance with Life Safety and Health Standards by obtaining required inspections. This position is also required to provide/process supporting documentation of all activities and services rendered, maintain confidential information, assist consumers with personal finances, and maintain financial records. The Home Manager is required to effectively interact with consumers, staff, family members, medical personnel, and other support personnel. The Home Manager may provide transportation as needed. The Home Manager assists the Service Director and direct care staff to obtain Burke's mission of "Working Together to Improve Lives".

Education

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

Experience

Required: One (1) year continuous experience working with individuals with intellectual and developmental delays in a direct care role.

Preferred: Two ((2) continuous years of experience working with individuals with intellectual and developmental delays. One (1) year of secretarial or clerical experience. Effective computer skills are required. Must be able to demonstrate a working knowledge of Microsoft Word

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 Alternatives 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

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

Hours

Monday-Friday, 10 a.m. to 6 p.m. Days and hours may change depending upon consumer and program needs. Must be able to work any shift in emergencies.

Salary

\$24,720 Annually.

Burke Job Posting/ Job Description

Position Title

Peer Specialist - A.H. - Mobile Crisis Outreach Team - Lufkin, Texas

Position Number

P #1534

General Description

This position provides direct clinical services, predominantly Whole Health Action Management to adults. Duties may include administration of a health risk assessment; individual and group work with current recipients of mental health services, planning and organizing educational events, documentation of service provision, and other duties that may be assigned.

Education

Graduation from an accredited high school or its equivalent.

Experience

Required: At least one cumulative year of receiving mental health services for a diagnosis of bipolar disorder, schizophrenia (or related condition) or major depressive disorder.

Licenses/Certifications

Required: Valid Texas Driver's License, Ability to attend training and test to become a Certified Peer Specialist and a provider of Whole Health Action Management (WHAM)

Physical Requirements

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

Special Requests or Comments

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator. Must be willing to share stories of your lived experience as a recipient of mental health services.

Hours

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

Salary

If non-certified, \$22,000 annually. Certified, \$24,000 annually.

Burke Job Posting/ Job Description

Position Title

Home Manager/Day Programmer - C.B. - Diboll Group Home - Diboll, TX

Position Number

P #566

General Description

The Home Manager/Day Programmer is responsible for: ensuring the group home runs smoothly, effectively and cost-efficiently by organizing and managing a wide variety of job duties. The Home Manager assists consumers residing in the home in achieving their maximum level of independence through assessment of their needs, development of treatment strategies, and implementation of the Person Directed Plan. The Home Manager must be able to provide a wide variety of training activities to consumers and monitor active treatment to document progress. The Home Manager provides administrative assistance to the Service Director to include, but not limited to, scheduling staff, recruitment and monitoring of hourly residential staff, providing unit/consumer specific staff training and scheduling staff for required agency training, timekeeping for both salaried and hourly staff, overseeing the upkeep of the home and vehicle, and ensuring compliance with Life Safety and Health Standards by obtaining required inspections. This position is also required to provide/process supporting documentation of all activities and services rendered, maintain confidential information, assist consumers with personal finances, and maintain financial records. The Home Manager is required to effectively interact with consumers, staff, family members, medical personnel, and other support personnel. The Home Manager may provide transportation as needed. The Home Manager assists the QMRP and direct care staff to obtain Burke's mission of "Working Together to Improve Lives".

Education

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

Experience

Required: Six (6) month's continuous experience working with individuals with intellectual and developmental disabilities in a direct care role.

Preferred: One (1) continuous years' experience working with individuals with intellectual and developmental disabilities. One (1) year of secretarial or clerical experience. Effective computer skills are required. Must be able to demonstrate a working knowledge of Microsoft Word.

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 thru Friday, 12:00 p.m. to 8:00 p.m. Days and hours may change depending upon consumer and program needs. Must be able to work any shift in emergencies.

Salary

\$24,000 - \$24,720 Annually.

Burke Job Posting/ Job Description

Position Title

Support Staff III/Medical Support - D.V. - Mental Health Emergency Center - Lufkin, Texas

Position Number

P #1581

General Description

Responsibilities include: breaking down charts; entering information and scanning documents into the electronic medical record; answering a multiline phone and efficiently directing calls to various staff; maintaining, organizing and filing assigned reports and records; providing assistance to other MHEC staff; and other duties as assigned by the Service Director or Nursing Coordinator. Requires knowledge of word processing and database software programs and must have excellent telephone and communication skills. This 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 clerical experience with good receptionist skills. Knowledge of Microsoft WORD and Excel.

Preferred: Experience working in a mental health or medical setting, and office management experience.

Licenses/Certifications

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, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator.

Physical Requirements

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; ability to sit or stand for prolonged periods of time; fine motor skills for legible handwriting and typing.

Hours

Monday through Friday, 5:00pm to 2:00am, Considerable flexibility in the schedule is possible given that these programs are in operation 24 hours a day, 7 days a week, but the 8-hour shifts must be between the hours of 5pm and 8am, Monday through Friday nights.

Salary

\$23,000 annually.

Burke Job Posting/ Job Description

Position Title

Residential Assistant –Cunningham Group Home - B.E. – Lufkin, TX

Position Number

P #485

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

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

Preferred: One (1) continuous year of responsible experience working 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 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 ability to keep detailed records.

Physical Requirements

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

Hours

This is a day shift with alternating days; (Wednesday-Thursday, 6:00am-7:30pm & Friday, 6:00am-7:00pm); the next month your schedule will be; (Thursday-Friday, 6:00am-7:30pm & Saturday, 6:00am-7:00pm). Additional hours may be required for staff and consumer meetings.

Salary

\$18,421 to \$19,287 Annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #565

General Description

GENERAL DESCRIPTION: The Residential Assistant (RA) is responsible for providing guidance and care for individuals with mental retardation living in a residential setting. Daily duties involve supervising and/or assisting consumers in performing basic self-help skills and home management tasks. The RA assists the Day Programmer in providing active treatment as scheduled. The RA is also responsible for ensuring that the group home environment is kept safe and clean according to Life Safety and Health standards. Daily documentation includes activity notes, medication inventory records, and progress reports. Other documentation is required on an as needed basis.

Education

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

Experience

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

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

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

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

Salary

\$18,421 to \$19,287 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #567

General Description

GENERAL DESCRIPTION: The Residential Assistant (RA) is responsible for providing guidance and care for individuals with mental retardation living in a residential setting. Daily duties involve supervising and/or assisting consumers in performing basic self-help skills and home management tasks. The RA assists the Day Programmer in providing active treatment as scheduled. The RA is also responsible for ensuring that the group home environment is kept safe and clean according to Life Safety and Health standards. Daily documentation includes activity notes, medication inventory records, and progress reports. Other documentation is required on an as needed basis.

Education

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

Experience

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

Preferred: One (1) continuous year of responsible experience working with individuals with mental retardation or developmental disabilities in a direct service role.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

Wednesday- Thursday (9pm-10:30am) and Friday (9:00pm-10:00am). Additional hours required for staff and consumer meetings.

Salary

\$18,421 to \$19,287 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1122

General Description

The Residential Assistant (RA) provides training and care for individuals who live in a residential facility (ICF/MR group home). Work involves supervising day-to-day living activities; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. 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, medication inventory records, and progress reports. Other documentation is required on an as-needed basis. Reliable transportation required.

Education

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

Experience

Required: Six (6) months of responsible experience working with individuals in a direct service role OR has completed Burke's Caregiver Training Program.

Licenses/Certifications

Required: Valid Texas Driver's license..

Special Requests or Comments

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

Physical Requirements

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

Hours

Wednesday & Thursday, 8:00 p.m. to 9:30 a.m.; Friday, 8:00 p.m. to 9:00 a.m. Additional hours required for staff and consumer meetings.

Salary

\$18,421 to \$19,287 annually.

**THE FOLLOWING JOB POSTINGS ARE FOR PART-TIME
HOURLY EMPLOYEE POSITIONS. THESE POSITIONS
ARE ELIGIBLE FOR WORKERS' COMPENSATION
BENEFITS, UNEMPLOYMENT BENEFITS AND HOURLY
RETIREMENT BENEFITS. THESE POSITIONS ARE NOT
ELIGIBLE FOR MEDICAL/DENTAL/LIFE/DISABILITY
BENEFITS, PAID HOLIDAYS, VACATION BENEFITS OR
SICK BENEFITS.**

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5623

General Description

Registered Nurses are part of a multidisciplinary treatment team and are responsible for providing nursing care services to acutely mentally ill adult residents at the Mental Health Emergency Center. This program operates 24 hours a day, 7 days a week. Under the clinical direction of a physician and Nursing Clinical Coordinator, duties include giving injections, administering oral medications, completing admission and other nursing assessments, completing medication consents, taking inquiry calls from the community regarding potential admissions, reviewing medical records to determine appropriateness for admission, coordinating psychiatric assessments utilizing tele health equipment, coordinating emergency healthcare needs with other medical care providers, and maintaining constructive relationships with stakeholders in the community. Other responsibilities include inventory of medications, patient education, documentation, supervising LVN staff and mental health specialist staff, and other duties as assigned.

Education

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

Experience

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

Preferred: At least 6 months experience working in a mental health setting.

Licenses/Certifications

Required: Texas license as a Registered Nurse.

Special Requests or Comments

Required: Must be physically able to complete Preventive Management of Aggressive Behaviors (PMAB), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator.

Physical Requirements

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

Hours

PRN days or nights

Salary

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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5277

General Description

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

Education

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

Experience

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

Licenses/Certifications

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

Physical Requirements

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

Special Requests or Comments

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

Hours

As needed within the following time periods: Monday-Friday 7:00 a.m. to 11:00 p.m.; Saturday & Sunday 8:00 a.m. to 8:00 p.m.

Salary

\$25 to \$29 an hour, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

After Hours Assessor - G.C. - Tyler County

Position Number

P #2265

General Description

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

Education

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

Experience

Preferred: Six (6) months continuous full-time direct care experience in an adult mental health setting, inclusive of some mental health crisis evaluation and intervention.

Licenses/Certifications

Required: Valid Texas driver's license

Preferred: LSW, or higher.

Physical Requirements

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

Special Requests or Comments

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

Hours

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

Salary

Paid per assessment. No travel reimbursement.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #2252

General Description

The Courier provides transportation and supervision to individuals with a DD diagnoses served by the HCS/TxHmL programs on a daily basis. Work duties may include but are not limited to: supervision of consumers to and from day programs, transporting to appointments, deliver groceries/supplies, take care of daily mail route, work with staff/consumers in alternate living residences, work with Case Managers, provide consumer training as requested, assisting with filing charts, clerical duties, and assisting with maintaining unit vehicles.

Education

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

Experience

Preferred: One (1) year of responsible experience working with individuals who are developmentally delayed in a direct care role.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

Monday through Friday; 7:30 a.m. - 9:30 a.m., and 2:30 p.m. - 4:30 p.m.

Hours/days may vary depending on consumer needs. Appointments and trainings could occur at any time throughout the day.

Salary

\$8.00 per hour.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5246

General Description

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

Education

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

Experience

Preferred: Six (6) months of continuous responsible experience working with individuals with mental retardation in a direct care role.

Licenses/Certifications

Required: Valid Texas Driver's License

Special Requests or Comments

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

Physical Requirements

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

Hours

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

Salary

\$8.00 per hour, plus reimbursement for travel

Burke Job Posting/ Job Description

Position Title

Residential Assistant – C.B. – Diboll House - Diboll, TX

Position Number

P #5298

General Description

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

Education

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

Experience

Preferred: At least six (6) months of continuous responsible experience working forty (40) hours a week with individuals with intellectual and developmental disabilities in a direct care role, or one (1) year of continuous responsible experience working on an hourly basis with individuals with intellectual and developmental disabilities in a direct care role.

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

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

Hours

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

Salary

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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5293

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

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

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours vary as needed.

Salary

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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5041

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

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

Hours

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

Salary

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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5295

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$7.50 to \$7.75 per hour, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5294

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$7.50 to \$7.75 per hour, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5296

General Description

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

Education

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

Experience

Experience working with adults with developmental disabilities.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$7.50 to \$7.75 per hour, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5299

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

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