



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

### NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

- 1) United 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**

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.  
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**

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**

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**

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. – Burke ECI Program – Jasper/Newton Counties

**Position Number**

P #1295

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

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

Required: Valid Texas Driver's License

**Physical Requirements**

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

**Special Requests or Comments**

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

**Hours**

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

**Salary**

Negotiable, depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

Registered Nurse – L.W. - Mental Health Emergency Center - Lufkin, TX

**Position Number**

P #1390

**General Description**

Registered Nurses will be part of a multidisciplinary treatment team and are responsible for providing nursing care services to acutely mentally ill adult residents at the Extended Observation Unit and the Crisis Residential Unit. These units operate 24 hours a day, 7 days a week. Under the clinical direction of a physician, duties include giving injections, administering oral medications, completing admission and other nursing assessments, completing medication consents, coordinating psychiatric assessments utilizing telehealth equipment and coordinating health care needs with other medical care providers. Other responsibilities include inventory of medications, patient education, documentation, supervising LVN staff and mental health specialists, 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**

Preferred: One (1) year of experience as a licensed RN working with adults in an inpatient or outpatient mental health setting

**Licenses/Certifications**

Required: Texas license as a Registered Nurse

Required: Valid Texas Driver's license

**Special Requests or Comments**

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

**Physical Requirements**

Sight, hearing, talking, lifting up to 50 pounds, walking, 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**

\$53,250 annually, depending on qualifications and experience

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #983

**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. The MHC 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 – LBSW

**Physical Requirements**

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

**Special Requests or Comments**

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

**Hours**

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

**Salary**

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

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant – Shadylake ALU – J.M. – Lufkin, TX

### **Position Number**

P #187

### **General Description**

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

### **Education**

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

### **Experience**

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

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

### **Licenses/Certifications**

Required: Valid Texas Driver's License

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

Weekend (40) hours: Friday 10:30p.m.-10:30a.m.; Saturday 7:30p.m.-10:30a.m.; Sunday 7:30p.m.-8:30a.m.

### **Salary**

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



**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant – Oscar Berry ALU – J.M. – Home and Community Based Services (HCS)  
Lufkin, TX

**Position Number**

P #206

**General Description**

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

**Education**

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

**Experience**

Required: Must have six (6) months direct care experience for individuals.

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

**Licenses/Certifications**

Required: Valid Texas Driver's License

**Special Requests or Comments**

Required: Must be physically able to complete required courses to include but not limited to: Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and training modules. 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**

Friday 10:30pm – 10:30am, Saturday 7:30pm – 10:30am, Sunday 7:30pm – 8:30am.

**Salary**

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

**Burke Job Posting/ Job Description**

**Position Title**

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

**"FEMALE APPLICANTS ONLY"**

**Position Number**

P #1243

**General Description**

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

**Education**

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

**Experience**

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

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

**Licenses/Certifications**

Required: Valid Texas Driver's License

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

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

**Salary**

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

**Burke Job Posting/ Job Description**

**Position Title**

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

**"FEMALE APPLICANTS ONLY"**

**Position Number**

P #1244

**General Description**

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

**Education**

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

**Experience**

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

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

**Licenses/Certifications**

Required: Valid Texas Driver's License

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

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

**Salary**

\$18,800-\$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**

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**

\$18,800-\$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/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**

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 Speech Language Pathologist – P.P. – Burke ECI Program – Polk & Tyler counties

**Position Number**

P #5273

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

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

Required: Valid Texas Driver's license

**Physical Requirements**

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

**Special Requests or Comments**

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

**Hours**

Monday through Friday; hours will vary as needed.

**Salary**

Negotiable, depending on qualifications and experience.

**Burke Job Posting/Job Description**

**Position Title**

Part-Time Peer Specialist – CB – Angelina Mental Health Clinic - Lufkin, Texas

**Position Number**

P #2281

**General Description**

If you have experienced mental illness and received treatment, this is an excellent opportunity to assist others who are working on their recovery – and it does not require a college education! This rewarding 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**

Required: 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.

Preferred: Certified Peer Specialist

Training: Burke will provide additional training and testing for required certification (Certified Peer Specialist and a provider of Whole Health Action Management).

**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. Must have a reliable vehicle.

**Hours**

Monday-Friday as scheduled; 25 hours per week.

**Salary**

If non-certified, \$10.00 per hour, certified, \$11.00 per hour.



**Burke Job Posting/Job Description**

**Position Title**

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

**Position Number**

P #2273

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

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

**Physical Requirements**

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

**Special Requests or Comments**

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

**Hours**

Monday through Friday; 29 hours per week.

**Salary**

If non-certified, \$10.00 per hour, certified, \$11.00 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

Part-Time Vocational Specialist – R.P. – Burke Industries - Livingston, TX

**Position Number**

P #5102

**General Description**

The Vocational Specialist will be responsible for the overall daily management of Burke Industries mowing/litter contract needs. 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 Burke Industries Manager directly supervises this position. Potential hazardous working conditions do exist.

**Education**

Required: Graduation from an accredited high school or its equivalent

**Experience**

Preferred: One (1) year of experience working with individuals with intellectual disabilities

**Licenses/Certifications**

Required: Valid Texas driver's license

**Physical Requirements**

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

**Hours**

Monday-Friday; 7am-1pm

**Salary**

\$8-\$10 per hour

**Burke Job Posting/ Job Description**

**Position Title**

HCS/TXHML Courier (Part-Time) - K.M. - Home & Community Services/Texas Home Living Program - Orange, Polk, Jasper/Newton, & San Jacinto Counties

**Position Number**

P #2252

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hour**

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

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

**Salary**

\$8.00 per hour

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

**Salary**

\$8.00 - \$9.00 per hour

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5293

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

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

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Hours will vary as needed.

**Salary**

\$8.00 - \$9.00 per hour

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5041

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license

**Physical Requirements**

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

**Hours**

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

**Salary**

\$9.00 per hour

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5295

**General Description**

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

**Education**

Required: Graduation from an accredited high school or its equivalent

**Experience**

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

**Licenses/Certification**

Required: Valid Texas driver's license

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Hours will vary as needed.

**Salary**

\$8.00 - \$9.00 per hour

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5294

**General Description**

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

**Education**

Required: Graduation from an accredited high school or its equivalent

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Hours will vary as needed.

**Salary**

\$8.00 - \$9.00 per hour



**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5296

**General Description**

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

**Education**

Required: Graduation from an accredited high school or its equivalent

**Experience**

Experience working with adults with developmental disabilities.

**Licenses/Certifications**

Required: Valid Texas driver's license

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Hours will vary as needed.

**Salary**

\$8.00 - \$9.00 per hour

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5299

**General Description**

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

**Education**

Required: Graduation from an accredited high school or its equivalent

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Hours will vary as needed.

**Salary**

\$8.00 - \$9.00 per hour