

Burke Center

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www.burke-center.org

NOTICE OF POSITION OPENINGS

The Burke Center 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 Center employees will be given preferred consideration.

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

TELEMEDICINE PSYCHIATRIC PROVIDER (P #1499) – A.H. - EAST TEXAS BEHAVIORAL HEALTHCARE NETWORK, LUFKIN, TEXAS

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.

CRISIS COMMUNICATIONS DIRECTOR (P #1539) – J.S. – MENTAL HEALTH SERVICES, LUFKIN (Pending Board Approval)

GENERAL DESCRIPTION: The Crisis Communications Director will work within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned. The Director will be the liaison for mental health crisis service coordination with area law enforcement, hospital emergency services, and county judicial systems. The Director will participate in strategic planning, budgeting initiatives, and coordination of services with other Center programs. The Director is responsible for managing the transportation fleet - maintenance schedules, proper functioning of the digital recording systems, police radio, and the archiving of digital recordings. Other duties include maintaining and scheduling staffed law enforcement personnel at the MHEC; maintaining and scheduling of available transport officers; maintaining a cohesive relationship with stakeholders in the 12 county region; and researching individual cases and concerns from stakeholders and articulating findings. The Director will facilitate protocol training with stakeholders in the 12 county region; facilitate training with staffed law enforcement personnel at MHEC; provide guidance and direction to staffed law enforcement personnel at MHEC and the Angelina County Mental Health Deputy; and work collaboratively with the MHEC and MCOT teams in providing timely care for individuals in crisis. This position will report to the Director of Mental Health Operations and will assist in the budget management, quality management, and utilization management of the RETHN program.

EDUCATION:

Required: Candidate must have a High School diploma an accredited High School.

Preferred: Bachelor’s Degree from an accredited college or university. Preferably in a law enforcement field.

EXPERIENCE:

Required: Candidate must have a minimum three (3) years’ experience in a law enforcement setting.

Preferred: Three (3) years’ experience in management, training, or administration in law enforcement and familiarity with the Texas Mental Health Code.

LICENSES/CERTIFICATIONS:

Required: Texas Driver’s License.

Preferred: Certified Peace Officer.

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 the Center’s insurance administrator.

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

HOURS: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. After hours as necessary and to attend meetings. Extensive travel within the 12 county region will be required.

SALARY: Negotiable, depending on qualifications and experience.

UTILIZATION MANAGEMENT SERVICE DIRECTOR (P#1567) – J.S. – MENTAL HEALTH, LUFKIN, TEXAS (Pending Board Approval)

GENERAL DESCRIPTION: The UM Service Director Position is responsible for utilization management, risk management and, compliance for the mental health program and acts as the agency's Utilization Manager. The position serves as the Center's Waiver 1115 coordinator and will track, analyze, process, and report on all milestones, metrics, and quality performance indicators. This position will schedule, facilitate and lead all Waiver 1115 project meetings. This position oversees ancillary programming in the department which includes, veterans operations, mental health training, YES Waiver, and grant funded programs/contracts. This position is responsible for providing managerial training and support for operations/clinical/support managers which include caseload allocation, staffing protocols, unit key performance indicators, state operation guidelines, MH operations manual, and position information. The person in this position has a demonstrated understanding of psychopharmacology and medical/psychiatric comorbidity through training and/or experience; and has demonstrated competence in performing UM and review activities. This position may also serve on committees internally and in the community. This position reports to the Director of Mental Health Operations.

EDUCATION:

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

EXPERIENCE:

Required: At least three (5) years full-time experience in direct care of individuals with a serious mental illness and/or children and youth with serious emotional disturbances in a psychiatric or mental health setting; minimum of one (1) year full-time supervisory experience/program oversight in mental health care services.

LICENSES/CERTIFICATIONS:

Required: Texas Driver's License. Also, licensure as one of the following: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), or Licensed Psychologist (LP).

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 the Center's insurance administrator.

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

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

SALARY: Commensurate with qualifications and experience.

CORNERSTONE ECI CHILD FIND COORDINATOR (P#1301) – LUFKIN, TEXAS

GENERAL DESCRIPTION: Child Find Coordinator must work with physicians, local education agencies, and other community agencies to identify children with developmental delays and disabilities who are in need of early intervention services. Other responsibilities will include development, implementation and monitoring of an outreach /public awareness plan and social media. This position will be housed in Lufkin. Travel to surrounding counties will be required.

EDUCATION:

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

Preferred: Bachelor's degree in communication or marketing from an accredited college or university

EXPERIENCE:

Required: Public speaking, development and maintenance of website experience

LICENSES/CERTIFICATIONS:

Required: Texas Driver's License.

SPECIAL REQUESTS OR COMMENTS:

Required: Sight, hearing, speaking, must be able to bend, reach, and lift up to 25 pounds to carry supplies or equipment.

HOURS: 8:00 a.m. to 5:00 p.m., Monday through Friday, after hours work as needed

SALARY: Negotiable, depending on qualifications and experience.

SPEECH LANGUAGE PATHOLOGIST (P #969) – P.P. – CORNERSTONE ECI PROGRAM (POLK, SAN JACINTO & TYLER COUNTIES)

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 of the program.

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.

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 the Center's insurance administrator.

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

HOURS: Generally, 8:00 am to 5:00 pm, Monday through Friday.

SALARY: Negotiable, depending on qualifications and experience.

SPEECH LANGUAGE PATHOLOGIST (P #970) – P.P. – CORNERSTONE ECI PROGRAM (TYLER, JASPER & NEWTON COUNTIES)

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 the Center's insurance administrator.

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

HOURS: Generally, 8:00 am to 5:00 pm, Monday through Friday.

SALARY: Negotiable, depending on qualifications and experience.

PROGRAM DIRECTOR (P #580) – J.S. – MENTAL HEALTH SERVICES,**LUFKIN/NACOGDOCHES**

GENERAL DESCRIPTION: The Program Director supports the strategic planning, direction and execution of Burke Center Mental Health Operations for the purpose of aligning operating units within the vision and strategy of the organization. He or she coordinates, and integrates all internal operations; pursues business re-engineering and other operational and/or lean initiatives in improving overall structure, operations, and service. The Program Director is responsible for the overall implementation, management, supervision, and evaluation of all Burke Center Mental Health Services which includes all outpatient clinic operations, TCOOMMI services, veterans network, training program, Waiver 1115 programs, and mental health contracts. The MH Program Director supervises clinic service directors, training program, TCOOMMI program, nurse administrator, and veterans coordinator. The Program Director represents the agency and cultivates customer relationships through the negotiation of strategic alliances with various critical industry partners, health care policy makers, providers, payers, government officials, and others in assessing partnership opportunities. The candidate should have experience in managed care environments; demonstrated financial acumen; demonstrated entrepreneurial success in expanding and growing programs and services to meet changing needs and insure organizational sustainability; experience with an electronic health record system; knowledge and experience in clinical programs licensing requirements, Joint Commission, and quality assurance activities; understanding/knowledge of productivity modeling, third party reimbursement, and registration/intake/admission criteria; superior leadership, communication, and interpersonal skills; strong understanding of organizational cultural development and change initiative; ability to motivate, teach, and empower teams; be goal, detail, and customer service oriented; ability to liaison with key stakeholders, develop successful business models, and to coach the balance between clinical excellence and fiscal imperatives/demands, ensuring that quality health care is provided to all people in need.

This position reports to the Director of Mental Health Operations and may be housed in Nacogdoches or Lufkin.

EDUCATION:

Required: Candidate must have Master's Degree in Psychology, Social Work, Marriage & Family Therapy, Counseling, Business Administration, or an advanced degree in related field from an accredited college or university. A Bachelor's Degree in a related business/management/human services field with at least ten (10) years of management experience in a health care setting will be considered.

EXPERIENCE:

Required: At least five (5) years of full-time management experience working in a human services or health care setting.

LICENSES/CERTIFICATIONS:

Required: Valid Texas Drivers License.

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

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 the Center's insurance administrator.

PHYSICAL REQUIREMENTS: Sight, hearing, talking, lifting up to 50 pounds,

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

SALARY: \$75,000 to \$90,000, depending on qualifications and experience.

CRISIS THERAPIST (P #1386) – D.V. – MENTAL HEALTH EMERGENCY CENTER, LUFKIN, TX

GENERAL DESCRIPTION: The Crisis Therapist will provide direct care rehabilitative and therapy services to adults on the Extended Observation and Crisis Residential Units as part of a multidisciplinary treatment team. These programs operate 24 hours a day, 7 days a week. Duties will include, but may not be limited to the following: conducting mental health and admission assessments; providing group and individual rehabilitative services; developing treatment plans; screening referrals to the programs; and ensuring that clients in these programs receive active treatment defined in a treatment plan. Additional duties may also include supervision of interns as assigned by the Program Director. Will perform services according to an individual's approved and prescribed treatment plan and in accordance with Center and Medicaid standards and requirements. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Performs under the direction of the MHEC Service Director.

EDUCATION:

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

EXPERIENCE:

Required: At least one (1) year of full-time direct care experience working with adults with mental illness.

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

LICENSES/CERTIFICATIONS:

Required: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT) or Licensed Clinical Social Worker (LCSW), with the State of Texas. **OR**, if licensed in another state, must be able to obtain Texas licensure within two (2) months of hire.

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 the Center's insurance administrator.

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

HOURS: This position works 12-hour shifts: 7:00 a.m. to 7:00 p.m. Will work 7 shifts (80 working hours) every 14 days. Currently, the schedule will include working every other weekend and covering holiday shifts on a rotating basis.

SALARY: \$45,000 - \$49,000 annually.

MENTAL HEALTH SPECIALIST-NIGHT SHIFT (P # 1418) – KB – CRISIS RESIDENTIAL PROGRAM

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

EDUCATION:

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

EXPERIENCE:

Preferred: Experience working with adults with mental illness.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

Required: Must be physically able to complete all required training to include: Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and other training required in the training modules. Must have a driving record insurable by the Center'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: Staff in this position will work 8-hour shifts (10:00pm – 7:00 a.m.) Monday through Friday. May be required to work some holiday shifts

SALARY: \$23,657 - \$24,831 annually, depending on qualifications and experience.

MENTAL HEALTH SPECIALIST-EVENING SHIFT (P # 1508) – KB – MENTAL HEALTH EMERGENCY CENTER

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

EDUCATION:

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

EXPERIENCE:

Preferred: Experience working with adults with mental illness.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

Required: Must be physically able to complete all required training to include: Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and other training required in the training modules. Must have a driving record insurable by the Center'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: Staff in this position will work 8-hour shifts (1:00 p.m. – 10 p.m.) Monday through Friday. Will be required to work some holiday shifts

SALARY: \$22,788 to \$23,472 annually, depending on qualifications and experience.

SUPPORT STAFF II (P #1562) – M.T. – NACOGDOCHES MENTAL HEALTH CLINIC, NACOGDOCHES, TEXAS

GENERAL DESCRIPTION: This position interacts on a daily basis with the general public, visitors to the center and Burke Center staff. Responsibilities include working with the 1115 waiver which is not limited to tracking treatment plans, authorizations, monitoring doctor only and inactive caseloads, creating client assignments for peer caseloads, reporting peer/code data, Category 3 tracking (including calling pharmacies for medication pick-up info, monitoring labs, data entry, and others). Responsibilities also include answering multi-line phone, mail dispersal and routing, scheduling and maintaining appointments for physicians, therapists, and counselors, fee collections, data entry, processing records requests, scanning documents into electronic charts, as well as other miscellaneous duties. This position must maintain an effective working relationship with consumers and staff. Maintain confidential data as required by policy and procedure. Must demonstrate good verbal and written communication skills. This position is under direct supervision of the Support Staff Supervisor.

EDUCATION:

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

EXPERIENCE:

Required: Two (2) year's clerical experience with good receptionist skills and computer skills.

Preferred: At least Three (3) years of receptionist/secretary experience in a medical or mental health related setting.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

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

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

SALARY: \$21,000 annually, depending on qualifications and experience.

RESIDENTIAL ASSISTANT - RUSHWOOD ALU (P # 201) – B.E – HOME AND COMMUNITY-BASED SERVICES (HCS), LUFKIN, TEXAS

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/CERTIFICATION:

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 the Burke Center'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: 10:30 p.m. to 6:30 a.m., Monday-Friday.

SALARY: \$18,416 - \$19,899 annually.

RESIDENTIAL ASSISTANT -CHERRY ALU (P # 1467) – B.E – HOME AND COMMUNITY-BASED SERVICES (HCS), LUFKIN, TEXAS

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/CERTIFICATION:

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 the Burke Center'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: 6:30 a.m. to 2:30 p.m., Monday-Friday.

SALARY: \$18,416 - \$19,899 annually.

RESIDENTIAL ASSISTANT - WHITEHOUSE ALU (P # 1244) – B.E – HOME AND COMMUNITY-BASED SERVICES (HCS), LUFKIN, TEXAS

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/CERTIFICATION:

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 the Burke Center'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: 10:30 p.m. to 6:30 a.m. Monday-Friday.

SALARY: \$18,416 - \$19,899 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.

CRISIS THERAPIST (P #5277) – D.V. – MENTAL HEALTH EMERGENCY CENTER, LUFKIN, TEXAS

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 Center 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.

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 the Center's insurance administrator.

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

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.

LICENSED VOCATIONAL NURSE PRN (P #2248) - K.B.-- EXTENDED OBSERVATION UNIT, LUFKIN, TEXAS

GENERAL DESCRIPTION: The LVN will be part of a multidisciplinary treatment team and is responsible for providing nursing care services to acutely mentally ill adult residents at the Extended Observation Unit and the Crisis Residential Unit. These units operate 24 hours a day, 7 days a week. Performs under the direct supervision of the registered nurse on duty. Duties will include, but may not be limited to giving injections, administering oral medications, monitoring the health status of resident clients, completing medication consents, assisting with psychiatric services provided via telehealth equipment, general nursing duties and coordinating health care needs with other medical care providers. Other responsibilities may include inventory of medications, patient education and documentation, collection of lab specimens

EDUCATION:

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

EXPERIENCE:

Preferred: One (1) year experience working in a mental health setting, or other medical setting.

LICENSES/CERTIFICATIONS:

Required: Texas Licensed Vocational Nurse.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: PRN days or evenings.

SALARY: \$16 to \$20 per hour depending on shift worked, qualifications, and experience.

AFTER HOURS ASSESSOR (P #2265) - G.C. - ALL COUNTIES SERVED BY BURKE CENTER

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.

SPECIAL REQUEST OR COMMENTS:

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

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

HOURS: Between the hours of 5:00 p.m. and 8:00 a.m. Monday through Friday, continuous through the weekend and on Holidays.

SALARY: Paid per assessment. No travel reimbursement.

MENTAL HEALTH SPECIALIST- HOURLY (P #5279) – K.B. – MENTAL HEALTH EMERGENCY CENTER

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

EDUCATION:

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

EXPERIENCE:

Preferred: Experience working with adults with mental illness.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

Required: Must be physically able to complete all required training to include: Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and other training required in the training modules. Must have a driving record insurable by the Center'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: Variable. Staff in this position will be called in on an as needed basis to cover unit staffing needs.

SALARY: Hourly rate starting at \$10.00 per hour depending on shift worked, qualifications and experience.

FAMILY PARTNER (P #2273) – M.C. – NACOGDOCHES FAMILY COUNSELING ASSOCIATES - NACOGDOCHES, TEXAS

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: 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.

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 the Center's insurance administrator. Must be willing to share stories of your lived experience as a recipient of mental health services.

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

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

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

HCS/TXHML COURIER – PART TIME (P #2252) – K. M. – HOME & COMMUNITY-SERVICES/TEXAS HOME LIVING PROGRAM, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Courier provides transportation and supervision to individuals with an IDD 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 the Center'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: Generally, 7:30 a.m.- 9:30 a.m., and 2:30 p.m. - 4:30 p.m. Monday through Friday. Hours/days may vary depending on consumer needs. Appointments and trainings could occur at any time throughout the day.

SALARY: \$8.00 per hour.

DAY HABILITATION SPECIALIST (P #5337) – C.R. – KIRBYVILLE DAY SERVICES, KIRBYVILLE, TEXAS

GENERAL DESCRIPTION: The Habilitation Specialist will be responsible for the overall daily management of clients and contracts. Responsibilities will include client-employee welfare and safety; compliance with contract terms and local customer satisfaction; client/employee training; and oversee related documentation, inventory control, vehicle and equipment upkeep, and other duties as assigned. Required to provide daily trainings to all clients. The NDI Manager directly supervises this position.

EDUCATION:

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

EXPERIENCE:

Required: Computer skills.

Preferred: One (1) year of experience working with intellectual and developmental disability services.

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, Defensive Driving and M. R. training modules. Must have a driving record insurable by the Center's insurance administrator.

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

HOURS: 32 hours per week.

SALARY: \$7.75 per hour.

RESIDENTIAL ASSISTANT (P #5041) – B.D. – HOME & COMMUNITY-BASED SERVICES (HCS), LUFKIN, TEXAS

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/CERTIFICATION:

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 the Burke Center's insurance administrator.

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

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

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

RESIDENTIAL ASSISTANT (P #5295) – C.B. – NEWTON GROUP HOME, NEWTON, TEXAS

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 the Center'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: Varied as needed.

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

RESIDENTIAL ASSISTANT (P #5299) - C.B. – CUNNINGHAM GROUP HOME, LUFKIN, TEXAS

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 individuals 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 the Burke Center's insurance administrator. 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.

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

RESIDENTIAL ASSISTANT (P #5294) – C.H. – KIRBYVILLE GROUP HOME, KIRBYVILLE, TEXAS

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 the Center'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: Varied as needed.

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

RESIDENTIAL ASSISTANT (P #5296) – C.H. – PINELAND GROUP HOME, PINELAND, TEXAS

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:

Preferred: 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 the Center'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: Varied as needed.

PAY: \$7.50 per hour; increase to \$7.75 per hour depending on qualifications and experience.

RESIDENTIAL ASSISTANT (P #5298) - C.B. - DIBOLL HOUSE, DIBOLL, TEXAS

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.

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 the Burke Center's insurance administrator. 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. **Must be willing to work some weekends.**

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