



2001 South Medford Dr., Lufkin, Texas 75901
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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

Crisis Communications Director – J.S. – Mental Health Services – Lufkin, TX

Position Number

P #1539

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 Burke'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 regions will be required.

Salary

Negotiable, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Nursing Supervisor– D.V. – Mental Health Emergency Center
Lufkin, TX

Position Number

P #1384

General Description

The Nursing Supervisor assists the MHEC Service Director in day-to-day operations at the Mental Health Emergency Center, including the development and implementation of medical procedures, as well as monitoring operations to ensure all operations are performed in accordance with State, Joint Commission, Burke, and other industry or professional standards. This position supervises nursing staff and Mental Health Specialist staff, develops staff schedules, and provides direct nursing services as needed. This position also assists the Service Director as needed in administrative tasks. The person in this position may be required to attend meetings with stakeholders in the community and cover for unit nursing staff who are unable to work if coverage cannot be otherwise arranged.

Education

Required: ASN or BSN from an accredited college or university

Experience

Required: At least one (1) year of experience providing nursing services in a psychiatric or mental health setting.
Preferred: Two (2) years' experience in a nursing supervisor/administrative position.

Licenses/Certifications

Required: Must be licensed to practice as a Registered Nurse by the Texas Board of Nurse Examiners.
Required: Must have a valid Texas Driver's License.

Special Requests or Comments

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

Physical Requirements

Position requires various activities involving visual, auditory, motor skills to communicate; attend meetings/trainings, carrying charts (up to 25 lbs), verbalizes information and responds to complaints.

Hours

Monday through Friday, 8am to 5pm with on-call responsibilities as needed. May be required to work other days/hours as needed to ensure unit staffing and/or attend meetings in the community.

Salary

Negotiable depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Nurse – DJ – Polk Mental Health Clinic - Livingston, TX

Position Number

P #763

General Description

The Nurse is responsible for providing nursing services to adult and adolescent patients at the Polk Mental Health Clinic. Travel to other clinic locations, including the satellite clinic in Woodville, will be required. Duties include giving injections, completing nursing assessments, completing medication consents, overseeing the indigent medication program, completing refill prescriptions, answering patient phone questions, and operating telemedicine equipment. Other responsibilities include inventory of medications, patient education, documentation, coordinating drug representative visits and other duties as assigned.

Education

Required: Graduation from an accredited school of nursing.

Experience

Required: Six months of experience working with consumers in a medical setting.

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

Licenses/Certifications

Required: Texas Licensed Vocational Nurse

Required: Valid Texas driver's license.

Preferred: Texas Registered Nurse.

Special Requests or Comments

Required: Must be physically able to complete (SAMA) Satori Alternatives to Managing Aggressive Behavior, 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

8:00 a.m. to 5:00 p.m., Monday through Friday. Some after- hours work may be required. No weekends or no on-call duties.

Salary

Depends on licensure

Burke Job Posting / Job Description

Position Title

Licensed Vocational Nurse- K.B. – Mental Health Emergency Center - Lufkin, Texas

Position Number

P #1579

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 as assigned. They will also be assigned to detox clients to deliver quality nursing care to those undergoing medical drug and alcohol detox, utilizing the CIWA and OWS rating scales. 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 include inventory of medications, patient education and documentation, collection and tracking of lab specimens, providing care to the detox client in regard to some ADL's when needed and appropriate, with the assistance of a MH Specialist when available.

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

Required: 1 year experience as an LVN in a residential, inpatient or acute mental health setting.
Preferred: 3 years' experience as an LVN in a residential, inpatient or acute mental health setting.

Licenses/Certifications

Required: Texas Licensed Vocational Nurse.
Required: Valid Texas Driver's License.

Physical Requirements

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

Special Requests or Comments

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

Hours

Varying and rotating basis. 80 hours every two weeks. Will be required to work some weekend and holiday shifts on a rotating basis.

Salary

\$38,000, annually.

Burke Job Posting / Job Description

Position Title

Service Coordinator – R.H. – Service Coordination –Woodville/Jasper/Livingston

Position Number

P #100

General Description

The Service Coordinator is responsible for providing on-going direct supports to individuals served in HCS, TxHmL, and General Revenue Programs. This position will be housed in Woodville, TX. Duties include but are not limited to, completing assessments, documentation, facilitating program planning and development; monitoring of services; linking and referring individuals to appropriate services; crisis prevention and management; and completing PASRR evaluations and working with individuals with IDD in nursing facilities. The Service Coordinator will also be expected to develop an understanding of reimbursement practices and program guidelines. This position will as necessary interact with the individual's family/LAR, team members, and community resources. The Service Coordinator will also be responsible for working with external and internal providers to accomplish Burke's mission, "Working Together to Improve Lives." Travel is required to provide monitoring services in the individual's home, school, and/or day service environment.

Education

Required: Graduation from an accredited high school or its equivalent AND two (2) years of paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program or HCS Program. OR, have been authorized by a local IDD authority to provide service coordination prior to April 1, 1999.

Preferred: Bachelor's degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, Criminal Justice, or with a major in a social, behavioral or human services field from an accredited college or university.

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 visual and auditory skills sufficient to evaluate and monitor consumer needs; fine motor skills for legible writing and typing; mobility required to bend, reach, lift (up to 25 lbs) while assisting consumers, and carrying charts and equipment during a work day. Reliable transportation required.

Hours

Monday-Friday, 8 a.m.- 5 p.m. After hours work may be required to meet consumer and program needs.

Salary

\$28,106 to \$31,196 Annually, depending on experience and qualifications.

Burke Job Posting / Job Description

Position Title

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

Position Number

P #1593

General Description

The Diversion Coordinator is responsible for informing adult individuals with developmental disabilities referred for admission to a nursing facility, their families, and LAR's of community options, services, and supports for which the individual may be eligible AND identify, arrange, and coordinate access to these services in order to diver admission to a nursing facility wherever possible and consistent with an individual's informed choice. The Diversion Coordinator will also be responsible tracking and monitoring notifications of assessments needing completed to ensure they are initiated within 72 hours and successfully submitted to DADS within 7 days; monitoring the completion of 14 day Person Directed Plans and quarterly thereafter; ensuring Community Living Options are presented to individuals/LAR biannually; and providing community education on alternatives to Nursing Facility. The Diversion Coordinator will also provide assistance to Service Coordinators in completion of assessments as needed and will establish a positive working relationship with Nursing Facilities within Burke's local service area. Ability to communicate both verbally and in writing in a clear and effective manner is a must. Must be able to organize time/work so that assignments are completed promptly.

Education

Required: Graduation from an accredited high school or its equivalent AND two (2) years of paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program or HCS Program. OR, have been authorized by a local IDD authority to provide service coordination prior to April 1, 1999.

Preferred: Bachelor's degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, Criminal Justice, or with a major in a social, behavioral or human services field from an accredited college or university.

Experience

Preferred: At least one year Service Coordination Experience

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 visual and auditory skills sufficient to evaluate and monitor consumer needs; fine motor skills for legible writing and typing; mobility required to bend, reach, lift (up to 25 lbs) while assisting consumers, and carrying charts and equipment during a work day. Reliable transportation required.

Hours

Monday-Friday, 8 a.m. - 5 p.m. After hours work may be required to meet consumer and program needs.

Salary

\$26,252 to \$31,196 Annually, depending on experience and qualifications.

Burke Job Posting / Job Description

Position Title

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

Position Number

P #1597

General Description

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

Education

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

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

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

Must 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 visual and auditory skills sufficient to evaluate and monitor consumer needs; fine motor skills for legible writing and typing; mobility required to bend, reach, lift (up to 25 lbs) while assisting consumers, and carrying charts and equipment during a work day. Reliable transportation required.

Hours

Monday-Friday, 8 a.m. - 5 p.m. After hours work may be required to meet consumer and program needs.

Salary

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

Burke Job Posting / Job Description

Position Title

Children's Team Lead (Extended Duties) – M.C. – Nacogdoches Mental Health/Family Counseling Association
– Nacogdoches, TX

“INTERNAL ONLY”

General Description

The Children's Team lead will carry extended duties of the position they currently hold. The duties include clinical supervision of the children's staff; conducting multi-disciplinary staff meetings; oversight of the clinics YES waiver program with reporting responsibilities; along with related clinical administrative reporting and tracking duties. This position reports to the Clinical Coordinator.

Experience

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

Licenses/Certifications

Required: Current employment as an LPHA or QMHP-CS

Hours

Monday-Friday, 8 a.m.- 5 p.m. After hours work may be required to meet consumer and program needs.

Salary

Additional remuneration will be commensurate with experience.

Burke Job Posting / Job Description

Position Title

Act Team Lead (Extended Duties) – M.C. – Nacogdoches Mental Health/Family Counseling Association – Nacogdoches, TX

“INTERNAL ONLY”

General Description

The ACT Team lead will carry extended duties of the position they currently hold. The duties include clinical supervision of the clinics ACT team; conducting multi-disciplinary staff meetings; oversight of the Waiver 1115 clinic system with extended reporting responsibilities; as well as related clinical administrative reporting and tracking duties. This position reports to the Clinical Coordinator.

Experience

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

Licenses/Certifications

Required: Current employment as an LPHA or QMHP-CS

Hours

Monday-Friday, 8 a.m.- 5 p.m. After hours work may be required to meet consumer and program needs.

Salary

Additional remuneration will be commensurate with experience.

Burke Job Posting / Job Description

Position Title

Children's Team Lead (Extended Duties) – L.L. – Polk Mental Health/Family Counseling Association -
Livingston, TX

“INTERNAL ONLY”

General Description

The Children's Team lead will carry extended duties of the position they currently hold. The duties include clinical supervision of the children's staff; conducting multi-disciplinary staff meetings; oversight of the clinics YES waiver program with reporting responsibilities; along with related clinical administrative reporting and tracking duties. This position reports to the Clinical Coordinator.

Experience

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

Licenses/Certifications

Required: Current employment as an LPHA or QMHP-CS

Hours

Monday-Friday, 8 a.m.- 5 p.m. After hours work may be required to meet consumer and program needs.

Salary

Additional remuneration will be commensurate with experience.

Burke Job Posting / Job Description

Position Title

Act Team Lead (Extended Duties) – L.L. – Polk Mental Health/Family Counseling Association – Livingston, TX
“INTERNAL ONLY”

General Description

The ACT Team lead will carry extended duties of the position they currently hold. The duties include clinical supervision of the clinics ACT team; conducting multi-disciplinary staff meetings; oversight of the Waiver 1115 clinic system with extended reporting responsibilities; as well as related clinical administrative reporting and tracking duties. This position reports to the Clinical Coordinator.

Experience

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

Licenses/Certifications

Required: Current employment as an LPHA or QMHP-CS

Hours

Monday-Friday, 8 a.m.- 5 p.m. After hours work may be required to meet consumer and program needs.

Salary

Additional remuneration will be commensurate with experience.

Burke Job Posting / Job Description

Position Title

Support Staff III – N.S. – Nacogdoches Mental Health Clinic - Nacogdoches, Texas

Position Number

P #716

General Description

This position is responsible for but not limited to: completing fee contracts, communication with insurance and financial services for authorization of services, fee collections, greeting clients and visitors, answering a very busy multi-line phone system, assists in coverage of reception area, record keeping, scheduling and maintaining appointments for physicians, therapists and clinical staff, data entry, and filing as well as other duties as assigned. This position must maintain an effective working relationship with consumers and staff. Maintains confidential data as required by policy and procedure. Must demonstrate good verbal and written communication skills. The position is under the direct supervision of the Support Services Supervisor.

Education

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

Experience

Required: One (1) year of responsible clerical experience; working knowledge of Windows and Word.

Preferred: At least three (3) years of clerical experience in a medical or mental health related setting working with billing and medical insurance.

Licenses/Certifications

Required: Valid Texas Driver's License.

Physical Requirements

Must have visual and auditory skills to type efficiently and utilize computer, and calculator. Must sit for long periods of time throughout the workday. Sight, hearing, talking, lifting up to 25 pounds, walking, driving vehicle, and hand/finger dexterity are needed skills.

Hours

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

Salary

\$23,000-\$24,000. Annually, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Support Staff II – L.C. – Centralized Intake - Lufkin, Texas

Position Number

P #1575

General Description

This position interacts on a daily basis with the general public, visitors to the office and Burke staff. Responsibilities include interface with the client, family members and Resource Management Team members, providing community resource information to potential clients, answering multi-line phones and directing various staff, answering request for Burke services and scheduling appointments for new clients, data entry, records maintenance, acting as receptionist for intake. Must demonstrate good verbal and written communication skills, telephone etiquette, maintain an effective working relationship with consumers and staff. Must maintain confidential data as required by Burke policy and procedures. Assist supervisor in data gathering, completion of reports and daily office operation. This position is under the direct supervision of the Support Staff Supervisor.

Education

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

Experience

Required: One year of general office knowledge, general computer knowledge, and proficiency in Word and Excel. Preferred: Bilingual (English/Spanish) Some college hours in the Human Service field or experience working in a mental health setting would be a plus.

Licenses/Certifications

Required: Valid Texas Driver's License.

Physical Requirements

Must have visual and auditory skills sufficient to sufficiently interact with consumers and staff, to type efficiently, and utilized computer. Must also have mobility required to bend, reach, lift up to 25 lbs. while assisting patients, completing required training, carrying charts and equipment during a work day; fine motor skills for legible writing and driving of a motor vehicle for business-related travel. Must be able to successfully complete SAMA, CPR, First Aid, Back Safety and Defensive Driving. Must have driving record insurable by Burke's insurance administrator.

Hours

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

Salary

\$21,000 Annually, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Support Staff I – C.T. – Polk Mental Health Clinic - Livingston, Texas

Position Number

P #1516

General Description

This position is responsible for but not limited to: scanning and managing records and assisting clinical staff. Duties also include greeting clients and visitors, answering a very busy multi-line phone system, mail dispersal and routing, scheduling appointments for clinical staff, fee collection, and data entry. Must have good organizational skills.

Education

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

Experience

Required: Six (6) months clerical experience.

Preferred: One (1) year of responsible clerical experience with good receptionist and computer skills.

Experience working in a medical and or mental health related setting is preferred.

Licenses/Certifications

Required: Valid Texas Driver's License.

Physical Requirements

Must have visual and auditory skills to type efficiently and utilize computer, typewriter, and calculator. Must sit for long periods of time throughout the workday. Sight, hearing, talking, lifting up to 25 pounds, walking, driving vehicle, and hand/finger dexterity are needed skills.

Hours

Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional after hours may be required.

Salary

\$19,800 Annually, depending on qualifications and experience.

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

Burke Job Posting / Job Description

Position Title

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

Position Number

P #5623

General Description

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

Education

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

Experience

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

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

Licenses/Certifications

Required: Texas license as a Registered Nurse.

Required: Valid Texas Driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

PRN days or nights

Salary

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

Burke Job Posting / Job Description

Position Title

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

Position Number

P #5277

General Description

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

Education

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

Experience

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

Licenses/Certifications

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

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

After Hours Assessor – G.C. – Tyler County

Position Number

P #2265

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Preferred: LSW, or higher.

Physical Requirements

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

Special Requests or Comments

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

Hours

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

Salary

Paid per assessment. No travel reimbursement.

Burke Job Posting / Job Description

Position Title

Day Habilitation Specialist – J.G. – Burke Industries –San Augustine, TX

Position Number

P #5334

General Description

The Day Habilitation Specialist is responsible for the overall daily management of the Day Service program including but not limited to: day habilitation training, daily documentation, completing weekly progress notes, implementing and maintaining a daily group training schedule, individual training, assisting consumers with contracts and other duties as assigned by the supervisor. Additional responsibilities will include client-employee welfare and safety; compliance with contract terms and local customer satisfaction; inventory control, vehicle and equipment upkeep, and maintaining a safe work environment for all staff and consumers. The Burke Industries Manager directly supervises this position.

Education

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

Experience

Required: One (1) year of experience working with individuals with Intellectual and Developmental Disabilities.

Required: Computer experience.

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

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

Special Requests or Comments

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

Hours

Monday through Friday, 8:30am-2:30pm.

Salary

\$10.00 per hour depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Day Habilitation Specialist – J.G. – Burke Industries –Nacogdoches, TX

Position Number

P #5350

General Description

The Day Habilitation Specialist is responsible for the overall daily management of the Day Service program including but not limited to: day habilitation training, daily documentation, completing weekly progress notes, implementing and maintaining a daily group training schedule, individual training, assisting consumers with contracts and other duties as assigned by the supervisor. Additional responsibilities will include client-employee welfare and safety; compliance with contract terms and local customer satisfaction; inventory control, vehicle and equipment upkeep, and maintaining a safe work environment for all staff and consumers. The Burke Industries Manager directly supervises this position.

Education

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

Experience

Required: One (1) year of experience working with individuals with Intellectual and Developmental Disabilities.

Required: Computer experience.

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

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

Special Requests or Comments

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

Hours

Monday through Friday, 8:30am-2:30pm.

Salary

\$10.00 per hour depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

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

Position Number

P #2252

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

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

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

Salary

\$8.00 per hour.

Burke Job Posting / Job Description

Position Title

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

Position Number

P #5246

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas Driver's License

Special Requests or Comments

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

Physical Requirements

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

Hours

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

Salary

\$8.00 per hour, plus reimbursement for travel

Burke Job Posting / Job Description

Position Title

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

Position Number

P #5298

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

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

Hours

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

Salary

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

Burke Job Posting / Job Description

Position Title

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

Position Number

P #5293

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

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

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours vary as needed.

Salary

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

Burke Job Posting / Job Description

Position Title

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

Position Number

P #5041

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

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

Hours

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

Salary

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

Burke Job Posting / Job Description

Position Title

Residential Assistant – C.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/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 per hour, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

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

Position Number

P #5294

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 per hour, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

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

Position Number

P #5296

General Description

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

Education

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

Experience

Experience working with adults with developmental disabilities.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 per hour, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

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

Position Number

P #5299

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

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