



2001 South Medford Dr., Lufkin, TX 75901
Phone: (936) 639-1141 Fax: (936) 634-8601
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 State Passport with photograph
2. Certificate of Naturalization
3. U.S. Birth Certificate
4. Resident Alien Card
5. Social Security Card
6. Driver's license with photograph
7. Other identification document with photograph

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

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

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

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

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

06/29/2018

Burke Job Posting/ Job Description

Position Title

Adult Psychiatrist, Physician Assistant, or Advanced Practice Registered Nurse - J.S.
Burke Outpatient Mental Health Clinic - Lufkin, TX
(Position is available through Tele-medicine)

Position Number

P #1608

General Description

Performs psychiatric evaluations and medication management appointments with consumers as appropriate. Provides support and consultation to other team members and service providers. Documentation of patient communication and clinical treatment accurately and appropriately in the agency's electronic medical record system. No relocation is necessary for this position.

Education

Required: Completion of accredited program in your area of specialty

Licenses/Certifications

Required: Licensed in the State of Texas as a Physician, Advanced Practice Nurse or Physician Assistant

Required: Physician Assistant or Advanced Practice Nurse require a certification in psychiatry in your discipline

Preferred: Current unrestricted Texas license to practice medicine; Board Certification in General Psychiatry; Certification in psychiatry in your discipline

Physical Requirements

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

Hours

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

Salary

Negotiable, depending on certification/license

Burke Job Posting/ Job Description

Position Title

Child & Adolescent Psychiatrist – J.S. – Burke Outpatient Mental Health Clinic – Lufkin, TX
(Position is available through Tele-medicine)

Position Number

P #1609

General Description

Performs psychiatric evaluations and medication management appointments with consumers as appropriate. Provides support and consultation to other team members and service providers. Documentation of patient communication and clinical treatment accurately and appropriately in the agency's electronic medical record system. No relocation is necessary for this position.

Education

Required: Completion of accredited program in your area of specialty

Licenses/Certifications

Required: Licensed in the State of Texas as a Physician

Preferred: Current unrestricted Texas license to practice medicine; Board Certification in General Psychiatry; Board eligibility in Child & Adolescent Psychiatry. Board Certification in Child & Adolescent Psychiatry

Physical Requirements

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

Hours

Monday through Friday; 8:00 a.m. to 5:00 pm

Emergency services participation as per current policy

Salary

Negotiable, depending on certification/license

Burke Job Posting/ Job Description

Position Title

Occupational Therapist - P.P. - Burke ECI Program - Lufkin, TX

Position Number

P #1433

General Description

This position provides direct occupational therapy and consultative services as recommended by the team to developmentally delayed and or medically at risk children age birth to three (3) in a community-based setting. *This position will be housed in Lufkin, TX and travel is required.*

Education

Required: Degree in Occupational Therapy from and accredited college or university

Experience

Required: One (1) year of experience working in a direct service role with handicapped individuals
Preferred: Experience working with birth to age three (3) and/or preschool children

Licenses/Certifications

Required: Occupational Therapist licensed and in good standing by the Texas Board of Occupational Therapy Examiners

Required: Valid Texas Driver's License

Physical Requirements

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

Hours

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

Salary

Negotiable, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Burke Industries Manager – Burke Industries – D.D. – Kirbyville, TX

Position Number

P #33

General Description

The BI Manager is responsible for overseeing the delivery of vocational and day habilitation services, in-house and external contracts, and the daily operation of the unit to include supervision of staff. The BI Manager will complete a contract analysis on a monthly basis to ensure that work is being performed in a cost-efficient manner. The BI Manager will also monitor contracts to ensure that work is being completed as set forth in the contract and meets the customer's satisfaction. The Manager will also be responsible for assisting in procuring contracts. Other responsibilities include working with the BI Program Director to ensure services are being delivered as written on the PDP, development and monitoring of the budget, and completion and submission of required paperwork

Education

Preferred: Bachelor's degree in Business, Social Work, Psychology, Rehabilitation, or other related field
Four (4) years' experience can be substituted for one (1) year of college education

Experience

Required: Four (4) years' experience working with individuals in a vocational setting
Preferred: Supervisor experience

Licenses/Certifications

Required: Valid Texas Driver's License

Special Requests or Comments

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

Physical Requirements

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

Hours

Monday-Friday: generally, 8am-5pm. After hours work may be needed depending on contract requirements

Salary

Negotiable, depending on experience

Burke Job Posting/ Job Description

Position Title

Director of Accounting - D.B. - Financial Services - Lufkin, TX

Position Number

P #1711

General Description

This position will supervise our Accounting, Accounts Payable, and Accounts Receivable departments. The Director of Accounting is responsible to insure the efficient and effective completion of those duties related to collecting and reporting center financial information; completing complex and advanced accounting functions; serving as an information / assistance source for Financial Services staff; monitoring current practices to insure current internal controls are adequate, all reporting requirements are met; and other duties as needed to assist in the efficient and effective operations of Financial Services.

Education

Required: Bachelor's Degree in Accounting

Preferred: Certified Public Accountant

Experience

Required: Five (5) years of responsible accounting experience. Two (2) years of supervisory experience. Working knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software. (MSWord, Excel, Access, PowerPoint).

Licenses/Certifications

Required: Valid Texas Drivers' License

Preferred: Certified Public Accountant

Physical Requirements

Required: Ability to use visual and motor skills in order to effectively operate a computer, typewriter, and other office equipment.

Hours

Monday-Friday; 8am - 5pm

Salary

\$50,000 - \$55,000 annually

Burke Job Posting/ Job Description

Position Title

Therapist - C.B. - Angelina Mental Health/Family Counseling Association - Jasper, TX

Position Number

P #1592

General Description

This position provides direct clinical services, predominantly advanced individual and group therapy services to children, adolescents and adults. Duties may include completing diagnostic evaluations and comprehensive treatment plans; providing Head Start assessments, providing and facilitating emergency and mental health assessments; monitoring the clinical admission and discharge criteria; authorizing and maintaining intervention/case management services; and assisting the clinical coordinators in clinical service delivery. Duties also include occasional supervision of the multi-disciplinary treatment team, conducting training sessions, providing contract therapy, and reviewing and analyzing clinical reports and other duties as assigned by the clinical coordinator or service director. Position will be housed in Jasper, TX but travel within a twelve (12) county region may be required.

Education

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

Experience

Preferred: At least one (1) year of full-time direct care experience working with adults or families, children, or adolescents in a community mental health/medical setting

Licenses/Certifications

Required: Licensed Professional Counselor Intern (LPC-I), Licensed Marriage and Family Therapist Associate (LMFTA) or Licensed Master Social Worker currently working towards their LCSW, with the State of Texas. Individuals waiting to apply for licensure based on acquiring supervision will also be considered.

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

Physical Requirements

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

Special Requests or Comments

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

Hours

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

Salary

\$50,000 annually fully licensed; \$40,000 annually if working towards licensure

Burke Job Posting/ Job Description

Position Title

Licensed Vocational Nurse – D.E. – Mental Health Emergency Center - Lufkin, TX

Position Number

P #1621

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

Preferred: 1 year 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

Required: 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

Staff in this position will work 12-hour shifts (7:00am – 7:00pm) with a total of 7 shifts every 14 days. This position will require the employee to work some weekend and holiday shifts on a rotating basis.

Salary

\$40,000, annually

Burke Job Posting/ Job Description

Position Title

Licensed Vocational Nurse - K.B. - Care Navigation Program - Nacogdoches Mental Health Clinic
Nacogdoches, Texas

Position Number

P #1704

General Description

The Care Navigation LVN will be part of a multidisciplinary treatment team in a 12 county region as assigned, and is responsible for providing nursing care services to acutely or chronically mentally ill adult clients at Burke Outpatient Mental Health offices and in the community. These Burke clinic locations operate 5 days a week, 8 hours a day. The LVN performs under the supervision of the Care Navigation Registered Nurse. Duties will include, but may not be limited to giving injections, assisting with medication monitoring, monitoring the health status of clients, completing medication consents, AIMS, assisting with psychiatric services provided via telehealth equipment, or face to face with Prescriber, assisting arrange and attending medical and other community based appointments with the client/caregiver. Perform general nursing duties and coordinate 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 clients to monitor/evaluate ADL's completion. When needed and appropriate, assist the Mental Health Clinician staff, as necessary.

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: A minimum of 6 months experience as an LVN in a medical or mental health setting.
Preferred: Experience working in a Home Health setting

Licenses/Certifications

Required: Valid Texas driver's license
Required: Texas Licensed Vocational Nurse

Physical Requirements

Required: 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 Alternative to Managing Aggressive Behavior (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator. Reliable transportation is required.

Hours

Monday-Friday; 8:00am - 5:00pm

Salary

\$38,000 annually, depending on qualifications and experience

06/29/2018

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – M.C. – System of Care – Nacogdoches Mental Health Clinic - Nacogdoches, TX

Position Number

P #1709

General Description

This position provides mental health skills and support services to children, adolescents, and their families that reside in Nacogdoches, Shelby, and San Augustine counties. This worker will perform case management, skills training, and other services such as WRAP according to the consumer's approved and prescribed treatment plan. This position will primarily work with children and adolescents who are at risk of out of home placement or are currently residing in Residential Treatment Centers (RTC). An element of travel to RTCs will be required at times. This could also require an overnight stay in the respective area that the RTC is located. This position will work closely with the Department of Family and Protective Services as well as the Juvenile Justice System. This position also provides services in accordance with Agency and Medicaid standards and requirements. Duties include conducting emergency assessments as warranted. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must.

Education

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

Experience

Preferred: Six (6) months' direct care experience working with children or adolescents in a behavioral healthcare or educational setting. Knowledge of growth and development. Familiarity with DSM-V diagnostic criteria

Licenses/Certifications

Required: Valid Texas driver's license

Preferred: LBSW

Special Requests or Comments

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

Physical Requirements

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

Hours

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. As mentioned above, visits to Texas Residential Treatment Centers will require overnight stays.

Salary

\$33,324-\$35,360 annually, depending on qualifications and experience

Travel reimbursement is provided.

06/29/2018

Burke Job Posting/ Job Description

Position Title

Substance Abuse Counselor - C.B. - Angelina Mental Health Clinic - Lufkin, TX

Position Number

P #1684

General Description

Counselor will provide direct care to adolescents and adults in an outpatient setting in our Lufkin and/or Nacogdoches area. Services include group, individual and family counseling; assessment and treatment planning; chemical dependency education; and relapse prevention. Counselor will establish and maintain good working relationships with local schools, probation, judges and other community resources. Counselor must be a recovery role model for clients in treatment.

Education

Required: All educational criteria met for meeting chemical dependency licensure internship status or Bachelor's degree in counseling or human service related field

Preferred: Master's degree in counseling or human service related field.

Experience

Preferred: One (1) year of direct care working with individuals with a substance abuse disorder

Licenses/Certifications

Required: Level I Licensed Chemical Dependency Counselor Intern (LCDC CI)

Required: Valid Texas Driver's license

Preferred: Licensed Chemical Dependency Counselor (LCDC) or LPC-Intern

Physical Requirements

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

Special Requests or Comments

Required: Two (2) years of current and continuous sobriety if applicable. Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and Defensive Driving training modules. Employee must have a driving record insurable by Burke's insurance administrator.

Hours

Monday-Friday; 8am-5pm

Salary

\$32,124-\$33,360 annually; \$40,000 LPC-Intern annually

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – C.B. – Family Counseling Associates – Jasper, TX

Position Number

P #1713

General Description

This position provides mental health skills and support services to children, adolescents, and their families that reside in Angelina, Trinity, Jasper, Sabine, Newton and Houston counties. This worker will perform Case Management, Skills Training, and other services according to the consumer's approved and prescribed treatment plan. This position also provides services in accordance with Agency and Medicaid standards and requirements. Duties include conducting emergency assessments as warranted. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must. This position will be housed in Jasper, TX. Traveling within the six-county region is required.

Education

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

Experience

Preferred: Six (6) months' direct care experience working with children or adolescents in a behavioral healthcare or educational setting. Knowledge of growth and development. Familiarity with DSM-IV diagnostic criteria.

Licenses/Certifications

Required: Valid Texas driver's license

Preferred: LBSW

Special Requests or Comments

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

Physical Requirements

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

Hours

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. However, this position may require occasional after-hours work to complete job responsibilities.

Salary

\$33,978-\$35,214 annually; depending on qualifications and experience

Travel reimbursement is provided.

Burke Job Posting/Job Description

Position Title

Substance Abuse Counselor – C.B. – Angelina Mental Health Clinic - Lufkin, TX

Position Number

P #1685

General Description

Counselor will provide direct care to adolescents and adults in an outpatient setting in our Lufkin and/or Nacogdoches area. Services include group, individual and family counseling; assessment and treatment planning; chemical dependency education; relapse prevention; Counselor will establish and maintain good working relationships with local schools, probation, judges and other community resources. Counselor must be a recovery role model for clients in treatment.

Education

Required: All educational criteria met for meeting chemical dependency licensure internship status or Bachelor's degree in counseling or human service related field

Preferred: Master's degree in counseling or human service related field.

Experience

Preferred: One (1) year of direct care working with individuals with a substance abuse disorder

Licenses/Certifications

Required: Level I Licensed Chemical Dependency Counselor Intern (LCDC CI)

Required: Valid Texas Driver's license

Preferred: Licensed Chemical Dependency Counselor (LCDC) or LPC-Intern

Physical Requirements

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

Special Requests or Comments

Required: Two (2) years of current and continuous sobriety if applicable. Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and Defensive Driving training modules. Employee must have a driving record insurable by Burke's insurance administrator.

Hours

Monday-Friday; 8am-5pm

Salary

\$32,124-\$33,360 annually; \$40,000 LPC-Intern annually

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – C.B. – Angelina Mental Health Clinic – Jasper, TX

Position Number

P #1638

General Description

This position provides mental health skills and support services to children, adolescents, and their families that reside in Angelina, Trinity, Jasper, Sabine, Newton, and Houston counties. This worker will perform case management, skills training, and other services according to the consumer's approved and prescribed treatment plan. This position also provides services in accordance with Agency and Medicaid standards and requirements. Duties include conducting emergency assessments as warranted. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must. This position will be housed in Jasper, TX. Traveling within the six-county region is required.

Education

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

Experience

Preferred: Six (6) months' direct care experience working with children or adolescents in a behavioral healthcare or educational setting. Knowledge of growth and development. Familiarity with DSM-IV diagnostic criteria.

Licenses/Certifications

Required: Valid Texas driver's license

Preferred: LBSW

Special Requests or Comments

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

Physical Requirements

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

Hours

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

However, this position may require occasional after-hours work to complete job responsibilities.

Salary

\$33,978-\$35,214 annually; depending on qualifications and experience

Travel reimbursement provided.

Burke Job Posting/ Job Description

Position Title

Early Intervention Specialist – P.P. - Burke ECI Program – Angelina, Tyler, and Polk Counties

Position Number

P #1293

General Description

This position will be housed in Lufkin. The EIS position requires staff to provide case management services and hands on developmental services for children and families in the Early Childhood Intervention (ECI) program in Angelina, Tyler, and Polk counties. Services must be provided in the child's natural environment, so the applicant must be comfortable making home visits and driving to homes throughout the day. Home visits include parent education and working directly with the child on their development. Early Interventionist must be able to administer developmental evaluations and screenings and write effective treatment plans. The individual must be able to work in a team environment, and with professionals in the community. Strong communication and documentation skills are required to meet billing requirements and strict timelines.

Education

Required: hold a bachelor's degree which includes a minimum of 18 hours of semester course credit relevant to early childhood intervention, including three hours of semester course credit in early childhood development or early childhood special education.

(A) Forty clock hours of continuing education in early childhood development or early childhood special education completed within five years prior to employment with ECI may substitute for the three hour semester course credit requirement in early childhood development or early childhood special education.

(B) Coursework or previous training in early childhood development is required to ensure that an EIS understands the development of infants and toddlers because the provision of SST for which an EIS is solely responsible depends on significant knowledge of typical child development. Therefore, the content of the coursework or training must relate to the growth, development, and education of the young child and may include courses or training in:

- (i) child growth and development;
- (ii) child psychology or child and adolescent psychology;
- (iii) children with special needs; or
- (iv) typical language development.

Experience

Preferred: Six months work experience with children from birth to three years and/or experience with young children with developmental delays and disabilities.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

Required: CPR, First Aid and Defensive training modules must be completed. Must have a driving record insurable by Burke's insurance administrator and have reliable transportation for home visits.

Preferred: Great typing skills and a working knowledge of Microsoft Word, good time management and organizational skills to meet strict deadlines

Physical Requirements

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

Hours

Monday through Friday; generally, 8:00a.m to 5:00p.m with some after-hours work to accommodate the needs of the families

Salary

\$30,492-\$31,728 annually, depending on qualifications and experience

Burke Job Posting/ Job Description

Position Title

Mental Health Specialist/Night Shift – D.E. - Mental Health Emergency Center - Lufkin, TX

Position Number

P #1618

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Preferred: Experience working with adults with mental illness

Licenses/Certifications

Required: Valid Texas Driver's license

Special Requests or Comments

Required: Must be physically able to complete all required training to include: Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and other training required in the training modules. Must have a driving record insurable by Burke's insurance administrator. Reliable transportation is required.

Physical Requirements

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

Hours

Staff in this position will work 12-hour shifts (7:00pm – 7:00am) with a total of 7 shifts every 14 days. Will be required to work at least some weekend and holiday shifts on a rotating basis.

Salary

\$23,652 annually

06/29/2018

Burke Job Posting/ Job Description

Position Title

Mental Health Specialist/Day Shift – D.E. – Mental Health Emergency Center - Lufkin, TX

Position Number

P #1410

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Preferred: Experience working with adults with mental illness

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

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

Special Requests or Comments

Required: Must be physically able to complete all required training to include: Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and other training required in the training modules. Must have a driving record insurable by Burke's insurance administrator. Reliable transportation is required.

Hours

Staff in this position will work 12-hour shifts (7:00am – 7:00pm) with a total of 7 shifts every 14 days. This position is required to work some weekend and holiday shifts on a rotating basis.

Salary

\$22,800 annually

Burke Job Posting/ Job Description

Position Title

Mental Health Specialist – D.E. - Mental Health Emergency Center - Lufkin, TX

Position Number

P #1583

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 and persons requiring medical detox. 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; monitoring clients on medical detox protocols; 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 or therapy staff and general supervision of the Nursing Supervisor.

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

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

Hours

Staff in this position will work 12-hour shifts (7:00am – 7:00pm) with a total of 7 shifts every 14 days. Will be required to work weekend and holiday shifts on a rotating basis.

Salary

\$22,800 annually

Burke Job Posting/ Job Description

Position Title

Support Staff - C.B. - Angelina Mental Health Clinic - Jasper, TX

Position Number

P #1663

General Description

This position interacts on a daily basis with the general public, visitors to the office, and Burke staff. This position requires support staff to maintain an effective working relationship with consumers and staff. Responsibilities include answering multi-line phones and directing calls to various staff and/or answering requests for Burke services; while demonstrating good telephone etiquette, and other verbal and written communication skills. This position requires support staff to maintain confidential data, as required by agency policies and procedures. Other responsibilities include data entry; maintaining, processing, and scanning records; managing supplies, equipment, and vehicles; assisting supervisor in data gathering, completion of reports; as well as performing other miscellaneous duties. The position is under the direct supervision of the Service Staff Supervisor.

Education

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

Experience

Required: One (1) consecutive year of responsible general office experience, receptionist skills, and computer skills.

Preferred: Two (2) or more consecutive years of receptionist/office experience, proficiency in Word and Excel, some college hours in the Human Service field, six (6) months' clerical experience in a medical and/or mental health setting, and experience with medication management and medical terminology. Bilingual skill set preferred.

Licenses/Certifications

Required: Valid Texas Driver's license

Physical Requirements

Required: Must have visual and auditory skills sufficient to interact with consumers and staff, to type efficiently and utilize computer. Must have mobility to sit or stand for prolonged periods of time and to bend, reach, lift (up to 25 pounds) for carrying charts, supplies, and equipment. Fine motor skills required for legible writing.

Hours

Monday through Friday, 8-5

Salary

\$22,000-\$23,000 annually

06/29/2018

06/29/2018

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #486

General Description

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

Education

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

Experience

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

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

Licenses/Certifications

Required: Valid Texas Driver's License

Special Requests or Comments

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

Physical Requirements

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

Hours

Days worked will be Wednesday, Thursday, & Friday; and/or Thursday, Friday and Saturday; the days will alternate monthly.

Hours will be: 6:00pm to 7:30am on Wednesday & Thursday or Thursday & Friday; and 6:00pm to 7:00am on Friday/Saturday (third day worked)

Salary

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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #488

General Description

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

Education

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

Experience

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

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

Licenses/Certifications

Required: Valid Texas Driver's License

Special Requests or Comments

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

Physical Requirements

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

Hours

Days worked will be Wednesday, Thursday, & Friday; and/or Thursday, Friday and Saturday; the days will alternate monthly.

Hours will be: 6:00pm to 7:30am on Wednesday & Thursday or Thursday & Friday; and 6:00pm to 7:00am on Friday/Saturday (third day worked)

Salary

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

Burke Job Posting/ Job Description

Position Title

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

“FEMALE APPLICANTS ONLY”

Position Number

P #1645

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

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

Licenses/Certifications

Required: Valid Texas Driver’s License

Special Requests or Comments

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

Physical Requirements

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

Hours

Weekends: (40) hours: Friday-10:30pm-10:30am; Saturday-7:30pm-10:30am; Sunday-7:30pm-8:30am

Salary

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

06/29/2018

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

06/29/2018

Burke Job Posting / Job Description

Position Title

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

Position Number

P #5277

General Description

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

Education

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

Experience

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

Licenses/Certifications

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

Required: Valid Texas Driver's license.

Physical Requirements

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

Special Requests or Comments

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

Hours

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

Salary

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

Burke Job Posting/ Job Description

Position Title

PART-TIME Certified Pharmacy Technician - T.Z. - East Texas Behavioral Network (ETBHN)
Lufkin, TX

Position Number

P #5251

General Description

This position will work as a pharmacy technician assisting the Pharmacist in dispensing prescriptions in accordance with State guidelines and additional guidelines established by the Pharmacist. Other duties may be assigned, as needed, in order to facilitate the operations of the pharmacy.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Preferred: At least two (2) years working as a pharmacy technician with experience in billing procedures and software systems

Preferred: Experience typing with Morris & Dickson's Pioneer system

Licenses/Certifications

Required: Must have Texas State License and be nationally recognized by the Pharmacy Technician Certification Board

Required: Valid Texas Driver's license

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$12.50 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #2281

General Description

If you have experienced mental illness and received treatment, this is an excellent opportunity to assist others who are working on their recovery – and it does not require a college education! This rewarding position provides direct clinical services, predominantly Whole Health Action Management to adults. Duties may include administration of a health risk assessment; individual and group work with current recipients of mental health services, planning and organizing educational events, documentation of service provision, and other duties that may be assigned.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Licenses/Certifications

Required: Valid Texas Driver's License

Preferred: Certified Peer Specialist

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

Physical Requirements

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

Special Requests or Comments

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

Hours

25 hours per week; Monday-Friday as scheduled.

Salary

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

Burke Job Posting/ Job Description

Position Title

Transporter (Part-Time) – C.B. – Angelina Mental Health Clinic – Lufkin, TX

Position Number

P #2252

General Description

The Transporter will provide client transportation services, as part of a multidisciplinary team, caring for clients enrolled in services with chronic mental illness. The Transporter will assist in the tracking of client appointments in the clinical offices at Burke, as well as in the community with providers, and other community resources, as outlined in the client's treatment plan of care. The transporter will ensure that the client reaches and completes these specified appointments in a timely and safe manner. The Transporter will engage the client and their caregivers with excellent customer service and customer focus, in a supportive communicative manner, and also demonstrate excellent listening and decision making skills. Transporter will perform duties under the supervision of the Clinical Coordinator. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in our 6 County Regions as assigned.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Preferred: Six (6) months experience working with adults in a client general health care or Mental Health Care services capacity

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. Applicant must have a driving record insurable by Burke's insurance administrator. Must have the ability to document appropriately and keep detailed records.

Physical Requirements

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

Hours

Monday-Friday; 29 hours per week

Salary

\$9.00 per hour

Travel reimbursement is provided.

Burke Job Posting/ Job Description

Position Title

Transporter (Part-Time) – M.C. – Nacogdoches Mental Health Clinic – Nacogdoches, TX

Position Number

P #2252

General Description

The Transporter will provide client transportation services, as part of a multidisciplinary team, caring for clients enrolled in services with chronic mental illness. The Transporter will assist in the tracking of client appointments in the clinical offices at Burke, as well as in the community with providers, and other community resources, as outlined in the client's treatment plan of care. The transporter will ensure that the client reaches and completes these specified appointments in a timely and safe manner. The Transporter will engage the client and their caregivers with excellent customer service and customer focus, in a supportive communicative manner, and also demonstrate excellent listening and decision making skills. Transporter will perform duties under the supervision of the Clinical Coordinator. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Preferred: Six (6) months experience working with adults in a client general health care or Mental Health Care services capacity

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. Applicant must have a driving record insurable by Burke's insurance administrator. Must have the ability to document appropriately and keep detailed records.

Physical Requirements

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

Hours

Monday-Friday; 29 hours per week

Salary

\$9.00 per hour

Travel reimbursement is provided.

Burke Job Posting/ Job Description

Position Title

Transporter (Part-Time) – K.B. – Care Navigation Program – Lufkin, Nacogdoches, & Livingston, TX

Position Number

P #2252

General Description

The Care Navigation Program Transporter will provide client transportation services, as part of a multidisciplinary team, caring for clients enrolled in services with chronic mental illness. The Transporter will assist in the tracking of client appointments in the clinical offices at Burke, as well as in the community with providers, and other community resources, as outlined in the client's treatment plan of care. The transporter will ensure that the client reaches and completes these specified appointments in a timely and safe manner. The Transporter will engage the client and their caregivers with excellent customer service and customer focus, in a supportive communicative manner, and also demonstrate excellent listening and decision making skills. Transporter will perform duties under the supervision of the Care Navigation Registered Nurse. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in our 12 County Region as assigned.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Preferred: Six (6) months experience working with adults in a client general health care or Mental Health Care services capacity

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. Applicant must have a driving record insurable by Burke's insurance administrator. Must have the ability to document appropriately and keep detailed records.

Physical Requirements

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

Hours

Monday-Friday; 30 hours per week, during the hours of 8am-5pm

Salary

\$9.62 per hour

Travel reimbursement is provided.

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

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

Hours

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

Salary

\$9.00 per hour

Burke Job Posting/ Job Description

Position Title

PART-TIME Day Habilitation Specialist - B.M. - Burke Industries - Lufkin, TX

Position Number

P #2255

General Description

The Day Habilitation Specialist will be responsible for the overall daily management of clients and daily activities. Responsibilities will include client-employee welfare and safety; compliance with contract terms and local customer satisfaction; client/employee training; and oversee related documentation, inventory control, vehicle and equipment upkeep, and other duties as assigned. The BI Manager directly supervises this position.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

Monday - Friday, 29 hours per week

Salary

\$8.00 - \$9.00 per hour; depending on qualifications and experience

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5298

General Description

The Residential Assistant (RA) is responsible for providing guidance and care for individuals with intellectual and developmental disabilities living in a residential setting. Work involves supervising day-to-day living activities; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. The RA assists the Day Programmer in providing active treatment as scheduled. The RA is also responsible for ensuring that the group home environment is kept safe and clean according to Life Safety and Health standards. Daily documentation includes activity notes, medication inventory records, and progress reports. Other documentation is required on an as-needed basis.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Preferred: One (1) year of continuous responsible experience working with individuals with intellectual and disabilities in a direct service role.

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

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

Hours

Monday-Friday; 6am-8am & 4pm-9pm

Salary

\$8.00-\$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5293

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

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

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 - \$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5295

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Licenses/Certification

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 - \$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5294

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 - \$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5296

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Experience working with adults with developmental disabilities.

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 - \$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5299

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 - \$9.00 per hour