



2001 South Medford Dr., Lufkin, Texas 75901
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NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1499

General Description

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

Education

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

Licenses/Certifications

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

Physical Requirements

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

Hours

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

Salary

Negotiable, depending on certification/license.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1608

General Description

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

Education

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

Licenses/Certifications

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

Physical Requirements

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

Hours

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

Salary

Negotiable, depending on certification/license.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1609

General Description

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

Education

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

Licenses/Certifications

Required: Licensed in the State of Texas as a Physician

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

Physical Requirements

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

Hours

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

Salary

Negotiable, depending on certification/license.

Burke Job Posting / Job Description

Position Title

Day Hab Director – J.S. – Burke Industries

Position Number

P #1627

General Description

Burke Industries is a community-based program designed to help people with developmental disabilities lead more independent and productive lives. The Day Hab Director is responsible for the overall implementation, management, supervision and evaluation of all Day Habilitation and Vocational Service Programs. The Director ensures policies and procedures are being adhered to, through a Person Directed perspective aimed at assisting each consumer to identify and reach their personal goals.

Education

Required: Bachelor's Degree in a Human Services field from an accredited college or university.

Experience

Required: Three (3) years' continuous experience working with individuals with intellectual or developmental disabilities. This experience must be in direct care or consist of programmatic responsibilities. Must be able to demonstrate adequate computer skills (Word/Excel) to carry out job duties.

Preferred: One (1) years' experience as a Case Manager or in a position of service coordination/case management, implementing a person-directed process of service delivery. Experience with budgeting and/or supervising staff a plus.

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

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

Hours

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. After hours work necessary depending on consumer's needs. Service Director must be available to consumers, staff and families at all times.

Salary

Negotiable, depending on experience and qualifications.

Burke Job Posting/ Job Description

Position Title

Speech Language Pathologist - P.P. - Burke ECI Program - Jasper/Newton Counties

Position Number

P #1295

General Description

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

Education

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

Experience

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

Licenses/Certifications

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

Required: Valid Texas Driver's License

Physical Requirements

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

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

Vocational/Day Habilitation Specialist III - C.R. - Burke Industries - Kirbyville, TX

Position Number

P #1461

General Description

The NDI Hourly Vocational Specialist will be responsible for the daily management of services provided within the Kirbyville Burke Industries Program. The Vocational Specialist is responsible for: ensuring that consumer's daily goals are met and documentation is complete, completing monthly income reports, recording and submitting time for client payroll, reviewing and tracking contract data, assisting the manager with the development and monitoring of contract schedules and performances, workers and consumers welfare and safety, and maintaining a safe working and training environment, and any other duties as assigned by the Supervisor.

Education

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

Experience

Required: Computer Skills

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 50 pounds, prolonged standing, bending and/or kneeling, driving a vehicle, hand/finger dexterity.

Hours

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

Salary

Negotiable, depending on experience.

Burke Job Posting/ Job Description

Position Title

Centralized Intake Clinician – N.T. – Centralized Intake Unit - Lufkin, Texas

Position Number

P #1342

General Description

The Centralized Intake Clinician will be responsible for completing assessments and determining if presenting individuals meet criteria for admission to Burke services and/or require referral to community providers. This position is also responsible for conducting emergency assessments, completing some Case Management and Service Coordination functions, and other duties as assigned. The Centralized Intake Clinician must work according to Burke's guidelines and standards, and will document activities according to Burke, Medicaid and Accreditation standards. Proficient and timely documentation, self-discipline, flexibility, proficient computer skills, and organizational skills are a must. This position is under the direct supervision of the Centralized Intake Service Director. Some traveling within the 12-county region may be required.

Education

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

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

Experience

Preferred: Six (6) months' full-time direct care experience working with individuals in a mental healthcare setting. Six (6) months' direct care experience in mental health screening and assessment. Six (6) months' direct care experience in mental health screening and assessment with both adult and child/adolescent populations.

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.

Physical Requirements

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

Depends on qualifications, licensure, and experience.

Burke Job Posting/ Job Description

Position Title

Registered Nurse (Day shift) – LW - Mental Health Emergency Center - Lufkin, TX

Position Number

P #1612

General Description

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

Education

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 six (6) months as a licensed RN.

Preferred: At least one (1) year experience as a licensed RN working in a medical or acute 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

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

Salary

\$49,800 to \$50,592 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Registered Nurse (Day shift) – LW - Mental Health Emergency Center - Lufkin, TX

Position Number

P #1613

General Description

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

Education

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 six (6) months as a licensed RN.

Preferred: At least one (1) year experience as a licensed RN working in a medical or acute 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

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

Salary

\$49,800 to \$50,592 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Registered Nurse (Night shift) – L.W. - Mental Health Emergency Center - Lufkin, TX

Position Number

P #1614

General Description

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

Education

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 six (6) months as a licensed RN.

Preferred: At least one (1) year experience as a licensed RN working in a medical or acute 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

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

Salary

\$49,800 to \$50,592 annually, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Registered Nurse (Night shift) – L.W. - Mental Health Emergency Center - Lufkin, TX

Position Number

P #1615

General Description

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

Education

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 six (6) months as a licensed RN.

Preferred: At least one (1) year experience as a licensed RN working in a medical or acute 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

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

Salary

\$49,800 to \$50,592 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Registered Nurse - M.C. - IDD Specialized Therapy - Lufkin, TX

Position Number

P#68

General Description

The RN is responsible for monitoring, assessing, planning and implementing treatment to ensure adequate health care needs of individuals with intellectual and developmental disabilities living in a variety of residential settings. Duties involve working with medical professionals; providing health-related consultation and training to individuals, staff and family members; monitoring medications; maintaining confidentiality and utilizing proper documentation in the individual's primary record.

Education

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

Experience

Preferred: One (1) year experience working with individuals having Developmental Disabilities in a community setting.

Licenses/Certifications

Required: Registered Nurse, in good standing with the State of Texas.

Required: Valid Texas Driver's license.

Special Training

Required: Must be knowledgeable and demonstrate competency in current nursing practices and principles, which are specific to each age group of individuals. Must have a working knowledge of computers.

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, prolonged standing and/or sitting, walking, bending, or kneeling, driving a vehicle, and hand/finger dexterity.

Hours

Generally 8:00a.m. to 5:00 p.m. Monday through Friday. Some after-hours work as consumer and program needs require. On-call rotation will be necessary.

Salary

\$44,000 to \$47,000 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – D.M. – Polk Mental Health Clinic – Livingston, Texas

Position Number

P #1607

General Description

The Mental Health Clinician will provide direct care rehabilitative services to individual adults, as well as potentially work with children/adolescents and their families, enrolled in services with chronic mental illness in the office and community/home settings. Will perform services according to the individual's approved and prescribed recovery plan, and according to Center and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in Polk, San Jacinto, and Tyler Counties. Performs duties under the supervision of the unit Clinical Coordinator. As this position will require some travel to remote areas, reliable transportation 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) month's direct care experience working with adults in a behavioral healthcare or mental health setting. Familiarity with DSM IV diagnostic criteria.

Licenses/Certifications

Required – Valid Texas driver's license.

Preferred – LBSW.

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

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

\$35,214 - \$35,832 annually, depending on qualifications and experience. Travel reimbursement provided.

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – M.S. – Family Counseling Associates – Jasper/Lufkin, Texas

Position Number

P #1603

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.

Traveling within the three-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

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-\$36,450 annually, depending on qualifications and experience. Travel reimbursement provided.

Burke Job Posting/ Job Description

Position Title

Early Intervention Specialist - J.A. - Burke ECI Program - Livingston, Texas

Position Number

P #1367

General Description

To provide hands on Early Childhood Intervention Services to children from birth to age three, with developmental delays, in their home or child care setting. Must be able to work with the family accessing resources in the community. Must be a team player and have reliable transportation to make home visits. This position will be officed in Livingston, covering Polk and San Jacinto Counties.

Education

Required: Bachelor's degree in Early Childhood Education, Special Education, Elementary Education, Child Development, Child and family Studies, Social Work, Sociology, Psychology, Communication Disorders, Adaptive Physical Education, or related field from an accredited college or university.

Experience

Required: At least six (6) months experience working with young children.

Preferred: Experience working with children with special needs. Bilingual

Licenses/Certifications

Required: Valid Texas driver's license.

Preferred: Licensed Social Worker.

Special Requests or Comments

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

Preferred: Bilingual.

Physical Requirements

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

Hours

8:00a.m. to 5:00p.m., Monday thru Friday. Some after-hours work occasionally to accommodate the needs of the families.

Salary

\$30,492 - \$34,200 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Service Coordinator – R.H. – Service Coordination -Kirbyville, TX

Position Number

P #729

General Description

The Service Coordinator is responsible for providing on-going direct supports to individuals served in HCS, TxHmL, and General Revenue Programs. 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; and crisis prevention and management. 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 Center'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. Preferred: Bachelor's degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, 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.

Special Requests/Comments

Preferred: Good typing skills and working knowledge of Microsoft Word. Good organizational skills to meet strict deadlines.

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

\$29,500 to \$32,500 annually, depending on experience and qualifications.

Burke Job Posting/ Job Description

Position Title

Mental Health Specialist/Night Shift – L.W. – Crisis Residential Program - Lufkin, Texas

Position Number

P #1415

General Description

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

Education

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

Experience

Preferred: Experience working with adults with mental illness.

Licenses/Certifications

Required – Valid Texas driver’s license.

Physical Requirements

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 required.

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 weekend and holiday shifts on a rotating basis.

Salary

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

Burke Job Posting/ Job Description

Position Title

Mental Health Specialist/Night Shift – L.W. - Mental Health Emergency Center - Lufkin, Texas

Position Number

P #1619

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 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.

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 required.

Physical Requirements

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

Hours

Staff in this position will work 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, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Mental Health Specialist/Day Shift – L.W. - Mental Health Emergency Center - Lufkin, Texas

Position Number

P #1411

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 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.

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 required.

Physical Requirements

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

Hours

Staff in this position will work 12-hour shifts (7:00am – 7:00pm) 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

\$22,800 annually, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Insurance Clerk II – D.B. – Business Services – Lufkin, TX

Position Number

P #1557

General Description

The Insurance Clerk position will be responsible for insurance billings and entry of all adjustments and payments and appeals. Position requires the ability to perform numerical detail work with speed and accuracy; communicate in a clear, professional and literate manner, and to establish and maintain a good working relationship with patients, staff and third-party payers.

Education

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

Preferred: Courses in business and bookkeeping.

Experience

Required: At least three (3) years' experience in a business/clerical position including filing and organizational maintenance, processing financial transactions, payment resolution, and data entry into an automated accounting system.

Preferred: Five (5) years' experience in medical insurance billing (including Medicare and Medicaid); one (1) or more years' experience in psychiatric insurance billing in automated systems. Experience with "ClaimMD" patient medical software would be a plus.

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

Must use visual and motor skills to efficiently and accurately enter data; utilize computer and calculator; sit for long periods of time throughout the day; mobility required to bend, reach, lift up to 25 pounds, and must have legible handwriting.

Hours

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

Salary

\$22,000 to \$25,000 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)-LW-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

Certified Pharmacy Technician – Part-Time – N.B. – East Texas Behavioral Network, 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

Required: 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 Prism program.

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

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

Vocational Specialist - B.M. - Burke Industries - Lufkin, TX

Position Number

P #5335

General Description

The NDI Hourly Vocational Specialist will be responsible for the overall daily management of clients and janitorial contracts. Responsibilities will include client - employee welfare and safety compliance with contract terms and local customer satisfaction; client/employee training; and oversee related documentation, inventory control, vehicle and equipment upkeep, and other duties as assigned. This position will provide vocational services in Angelina County of Texas. The NDI Manager directly supervises this position. Potential hazardous working conditions do exist.

Education

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

Experience

Required: Computer Skills

Preferred: One (1) year of experience working in a janitorial setting and working with people with 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.

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, 3:30pm -10:00pm. Hours could vary depending on contracts.

Salary

\$8.50 to \$10.00 per hour, depending on experience.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5330

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

\$8.00-\$9.00 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

\$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 vary as needed.

Salary

9.00 per hour.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5041

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

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

Hours

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

Salary

\$9.00 per hour.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5295

General Description

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

Education

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

Experience

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

Licenses/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

\$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

\$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

\$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

\$9.00 per hour.