



2001 South Medford Dr., Lufkin, Texas 75901
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www.myburke.org

NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1499

General Description

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

Education

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

Licenses/Certifications

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

Physical Requirements

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

Hours

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

Salary

Negotiable, depending on certification/license.

Burke Job Posting/ Job Description

Position Title

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

Pharmacist – N.B. – East Texas Behavioral Network - Lufkin, TX

Position Number

P #1316

General Description

This position will be responsible for complying with state and federal drug laws as regulated by the state board of pharmacy, the drug enforcement administration, and the food and drug administration by maintaining records for controlled substances; supervising the work results of support personnel; maintaining current registration; studying existing and new legislation; anticipating legislation; advising management on needed actions. The position prepares medications by reviewing and interpreting physician orders; detecting therapeutic incompatibilities. This position will complete pharmacy operational requirements by organizing and directing technicians' work flow; verifying their preparation and labeling of pharmaceuticals; verifying order entries, and inspections in a fast paced environment.

The ETBHN Pharmacy is a closed door mail-order pharmacy that serves MHMR Centers and other non-profit entities. ETBHN is a non-profit entity and the successful candidate will report to the ETBHN Executive Director.

Education

Required: Licensed as a Registered Pharmacist

Experience

Required: Graduation from an accredited pharmacy school with a minimum of six (6) months experience in a pharmacy

Licenses/Certifications

Required: Licensed as a Registered Pharmacist

Required: Valid Texas Drivers' License

Special Knowledge/skills

Ability to interpret policy, procedures, and data. Strong organizational, communication, and interpersonal skills

Physical Requirements

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

Hours

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday, with occasional evening and weekend work depending upon workloads and deadlines. Some travel may be expected.

Salary

Negotiable, depending on qualifications and experience

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1295

General Description

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

Education

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

Experience

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

Licenses/Certifications

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

Required: Valid Texas Driver’s License

Physical Requirements

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

Special Requests or Comments

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

Hours

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

Salary

Negotiable, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Therapist – M.C. – Nacogdoches Mental Health/Family Counseling Association – Nacogdoches, TX

Position Number

P #1642

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 Lufkin, 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.

Required: Valid Texas Driver's license.

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

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

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

Salary

\$47,000 annually fully licensed; \$40,000 annually if working towards licensure.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1640

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 Lufkin, 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.

Required: Valid Texas Driver's license.

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

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

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

Salary

\$47,000 annually fully licensed; \$40,000 annually if working towards licensure.

Burke Job Posting/ Job Description

Position Title

Licensed Vocational Nurse- L.W. – Mental Health Emergency Center - Lufkin, Texas

Position Number

P #1424

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. They will also be assigned to provide nursing care services to clients who are undergoing medical drug and/or 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 clients on detox protocols in regard to some ADL's when needed and appropriate, with the assistance of Mental Health Specialist staff, when 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.

Licenses/Certifications

Required: Texas Licensed Vocational Nurse

Required: Valid Texas driver's license

Physical Requirements

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

Special Requests or Comments

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

Hours

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

\$38,400 annually.

Burke Job Posting/ Job Description

Position Title

Service Coordinator – R.H. – Service Coordination – Polk County

Position Number

P #864

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's mission "Working Together to Improve Lives." Travel is required to provide monitoring services in the individual's home, school, and/or day service environment.

Education

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

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

Licenses/Certifications

Required: Valid Texas Driver's license.

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 is required.

Hours

Monday-Friday; Generally, 8am - 5pm. After hours work may be required to meet consumer and program needs.

Salary

\$29,500 to \$31,900 annually, depending on experience and qualifications.

Burke Job Posting/Job Description

Position Title

Service Coordinator – C.M. – Service Coordination - Lufkin, TX

Position Number

P #1473

General Description

The Service Coordinator is responsible for on-going direct supports to individuals served in General Revenue Programs and in the Community First Choice Waiver. 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'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. Self-discipline, flexibility, and time-organization skills are a must. Bilingual (Spanish) is preferred.

Education

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

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

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

Must be physically able to complete all required training to include: Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, and all other required training. Must have visual and auditory skills sufficient to evaluate and monitor consumer needs; fine motor skills for legible writing and typing; mobility required to bend, reach, lift (up to 25 lbs) while assisting consumers, and carrying charts and equipment during a work day. Reliable transportation required.

Hours

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

Salary

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

Burke Job Posting/ Job Description

Position Title

Home Manager/Day Programmer – C.B. – Diboll Group Home - Diboll, TX

Position Number

P #566

General Description

The Home Manager/Day Programmer is responsible for: ensuring the group home runs smoothly, effectively and cost-efficiently by organizing and managing a wide variety of job duties. The Home Manager assists consumers residing in the home in achieving their maximum level of independence through assessment of their needs, development of treatment strategies, and implementation of the Person Directed Plan. The Home Manager must be able to provide a wide variety of training activities to consumers and monitor active treatment to document progress. The Home Manager provides administrative assistance to the Service Director to include, but not limited to, scheduling staff, recruitment and monitoring of hourly residential staff, providing unit/consumer specific staff training and scheduling staff for required agency training, timekeeping for both salaried and hourly staff, overseeing the upkeep of the home and vehicle, and ensuring compliance with Life Safety and Health Standards by obtaining required inspections. This position is also required to provide/process supporting documentation of all activities and services rendered, maintain confidential information, assist consumers with personal finances, and maintain financial records. The Home Manager is required to effectively interact with consumers, staff, family members, medical personnel, and other support personnel. The Home Manager may provide transportation as needed. The Home Manager assists the QMRP and direct care staff to obtain Burke's mission of "Working Together to Improve Lives".

Education

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

Experience

Required: Six (6) month's continuous experience working with individuals with intellectual and developmental disabilities in a direct care role.

Preferred: One (1) continuous years' experience working with individuals with intellectual and developmental disabilities. One (1) year of secretarial or clerical experience. Effective computer skills are required. Must be able to demonstrate a working knowledge of Microsoft Word.

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 thru Friday, 12:00 p.m. to 8:00 p.m. Days and hours may change depending upon consumer and program needs. Must be able to work any shift in emergencies.

Salary

\$24,000 - \$24,720 Annually.

Burke Job Posting/ Job Description

Position Title

Support Staff – G.B. – East Texas Behavioral Healthcare Network - Lufkin, Texas

Position Number

P #1456

General Description

The Support Staff position is responsible for providing administrative assistance and support to the Executive Director of ETBHN and other ETBHN Directors. Duties include: data report generation, billing and time sheets for a large number of contract staff, assist with contracts, assisting with non-clinical tasks, scheduling travel, scheduling committees, workgroups, and retreats, taking minutes at all meetings, research, ordering of supplies, assist with updating ETBHN’s website, prepare materials for staff meetings and trainings, disseminate information to Centers within the network, compose and send correspondence, provide telephone back-up and linking for the administrative team, and do general filing and copy work as needed. Applicant must have strong computer skills; proficient in database knowledge is a must. Also, the applicant must have great interpersonal and communication skills. Travel is required. This position is directly supervised by the Executive Director of ETBHN and will do some work for all managers and coordinators at ETBHN.

Education

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

Preferred: College courses in areas relating to the above job duties.

Experience

Required: Two (2) years of responsible secretarial or administrative support 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 driver’s license

Physical Requirements

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

Hours

Monday – Friday; 8:00 a.m. – 5:00 p.m.

Salary

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

Burke Job Posting/ Job Description

Position Title

Support Staff/Medical Support – C.B. – Angelina Mental Health Clinic – Lufkin, TX

Position Number

P #1264

General Description

This position aids in the efficient operation of the outpatient clinic and the expansion of services provided by Burke; interacting with staff, consumers and other agencies. This position will monitor client's services, coordinating the needs for each individual. Duties include oversight and implementation of the indigent Medication programs, coordinating lab work and tracking, gathering information for prescription refills, faxing prescriptions to numerous pharmacies, cataloging sample medications, maintaining inventory of medical supplies, problem solving, answering phones, filing and other nursing support duties. This position will also aid in some direct care (taking vital signs).

Education

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

Experience

Required: One (1) year of responsible clerical experience. Proficient in Microsoft Word, Ability to type 45 WPM, experience with multi-line telephone system.

Preferred: Six (6) months' clerical or direct care experience in a mental healthcare environment and/or a medical setting. Experience with PAP, medication management, and medical terminology.

Licenses/Certifications

Required: Valid Texas Driver's License

Physical Requirements

Must have visual and auditory skills sufficient to interact with consumers and staff. Mobility required 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; 8:00 a.m. to 5:00 p.m.

Salary

\$22,000 to \$23,000 annually; depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Support Staff - T.L. - Integrated Care - Lufkin, Texas

Position Number

P #1577

General Description

This position interacts on a daily basis with the general public, visitors to the center and Burke staff. Responsibilities include answering multi-line phone, mail dispersal and routing, scheduling and maintaining appointments for physicians, therapists, and counselors, fee collections, patient assistance program, data entry, processing records requests, scanning documents into electronic charts, as well as other miscellaneous duties. This person will be working within the primary care area and may be responsible for assisting the PA and/or nurse with patient care. This position must maintain an effective working relationship with consumers and staff. Maintain confidential data as required by policy and procedure. Must demonstrate good verbal and written communication skills. This position is under direct supervision of the MH Medical Services Administrator.

Education

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

Experience

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

Preferred: At least Three (3) years of receptionist/secretary experience. Experience working in a Medical and or Mental Health related setting.

Licenses/Certifications

Required: Valid Texas Driver's License

Physical Requirements

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

Hours

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

Salary

\$22,000-\$23,000. Annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #171

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

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.

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 all required employee training. Must have a driving record insurable by Burke's insurance administrator.

Physical Requirements

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

Hours

Sunday-Monday (9:00pm-10:30am) and Tuesday (9:00pm-10:00am). Additional hours required for staff and consumer meetings.

Salary

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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #187

General Description

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

Education

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

Experience

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

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

Licenses/Certifications

Required: Valid Texas Driver's License

Special Requests or Comments

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

Physical Requirements

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

Hours

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

Salary

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

Burke Job Posting/ Job Description

Position Title

Residential Assistant –C.H. - Westbay Group Home – Jasper, TX

Position Number

P #573

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; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. 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 active treatment data, medication inventory records, and progress reports. Other documentation is required on an as-needed basis. Reliable transportation required.

Education

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

Experience

Required: Six (6) months of responsible experience working with individuals with developmental disabilities in a direct service role.

Preferred: Two (2) continuous years of responsible experience working with individuals with developmental disabilities in a direct service role.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

Required: Must be physically able to complete all parts of Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must complete all required employee training. 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, and/or hand-finger dexterity.

Hours

Wednesday & Thursday; 8:00 p.m. to 9:30 a.m.

Friday; 8:00 p.m. to 9:00 a.m.

Additional hours required for staff and consumer meetings.

Salary

\$18,800 to \$20,800 annually, depending on qualifications and experience.

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

Burke Job Posting/ Job Description

Position Title

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

PRN Pharmacist - N.B. - East Texas Behavioral Network - Lufkin, TX

Position Number

P #5252

General Description

This position will be responsible for complying with state and federal drug laws as regulated by the state board of pharmacy, the drug enforcement administration, and the food and drug administration by maintaining records for controlled substances; supervising the work results of support personnel; maintaining current registration; studying existing and new legislation; anticipating legislation; advising management on needed actions. The position prepares medications by reviewing and interpreting physician orders; detecting therapeutic incompatibilities. This position will complete pharmacy operational requirements by organizing and directing technicians' work flow; verifying their preparation and labeling of pharmaceuticals; verifying order entries, and inspections in a fast paced environment.

The ETBHN Pharmacy is a closed door mail-order pharmacy that serves MHMR Centers and other non-profit entities. ETBHN is a non-profit entity and the successful candidate will report to the ETBHN Executive Director.

Education

Required: Licensed as a Registered Pharmacist

Experience

Required: Graduation from an accredited pharmacy school with a minimum of six (6) months experience in a pharmacy

Licenses/Certifications

Required: Licensed as a Registered Pharmacist

Required: Valid Texas Drivers' License

Special Knowledge/skills

Ability to interpret policy, procedures, and data. Strong organizational, communication, and interpersonal skills are needed

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

Negotiable, depending on qualifications and experience

Burke Job Posting/ Job Description

Position Title

Part-Time Speech Language Pathologist - P.P. - Burke ECI Program - Polk & Tyler counties

Position Number

P #5273

General Description

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

Education

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

Experience

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

Licenses/Certifications

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

Required: Valid Texas Driver's license

Physical Requirements

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

Special Requests or Comments

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

Hours

Monday through Friday; hours will vary as needed.

Salary

Negotiable, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #2281

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas Driver’s License.

Preferred: Certified Peer Specialist

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

Physical Requirements

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

Special Requests or Comments

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

Hours

Monday-Friday as scheduled; 25 hours per week.

Salary

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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #2273

General Description

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

Education

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

Experience

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

Licenses/Certifications

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

Physical Requirements

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

Special Requests or Comments

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

Hours

Monday through Friday; 29 hours per week.

Salary

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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #2252

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

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

Physical Requirements

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

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

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

Position Number

P #5298

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

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

Hours

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

Salary

\$8.00 - \$9.00 per hour.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5293

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

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

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 - \$9.00 per hour.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5041

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

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

Hours

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

Salary

\$9.00 per hour.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5295

General Description

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

Education

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

Experience

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

Licenses/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. – 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.