



2001 South Medford Dr., Lufkin, TX 75901  
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[www.myburke.org](http://www.myburke.org)

### NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

**THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.**

11/17/2017

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1608

### **General Description**

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

### **Education**

Required: Completion of accredited program in your area of specialty

### **Licenses/Certifications**

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

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

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

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

Negotiable, depending on certification/license

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1609

### **General Description**

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

### **Education**

Required: Completion of accredited program in your area of specialty

### **Licenses/Certifications**

Required: Licensed in the State of Texas as a Physician

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

### **Physical Requirements**

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

### **Hours**

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

Emergency services participation as per current policy

### **Salary**

Negotiable, depending on certification/license

## Burke Job Posting/ Job Description

### **Position Title**

Registered Nurse (Night shift) - LW - 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**

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 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**

Required: 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**

\$53,250 annually

## Burke Job Posting/ Job Description

### **Position Title**

Crisis Coordinator – M.C. – Mental Health Services – Lufkin, TX

### **Position Number**

P #1539

### **General Description**

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

### **Education**

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

Preferred: Bachelor's Degree from an accredited college or university, preferably in a law enforcement field

### **Experience**

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

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

### **Licenses/Certifications**

Required: Texas Driver's License

Preferred: Certified Peace Officer

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

Negotiable, depending on qualifications and experience

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – D.J. – Polk Mental Health Clinic - Livingston, Texas

### **Position Number**

P #1680

### **General Description**

The Mental Health Clinician works closely with other team members to provide immediate and intensive response to persons in crisis and to persons needing urgent care that are at high risk of becoming emergent and potentially needing inpatient care. This person will provide specialized services to children, adolescents, adults and their families that reside in Polk, San Jacinto, and Tyler counties. This worker will perform case management, skills training, and other specialized services based on the client's needs and their prescribed treatment plan in accordance with agency and Medicaid standards and requirements. This position provides specialized services to the clients. Duties also include conducting emergency assessments as warranted and intake assessments. 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 adults and/or children and adolescents in a behavioral healthcare or educational setting. Familiarity with DSM-IV diagnostic criteria

### **Licenses/Certifications**

Required – Valid Texas driver's license

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

Monday-Friday, 8:00 a.m. to 5:00 p.m., May require occasional after-hours work to complete job responsibilities.

### **Salary**

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

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – C.B. – Angelina Mental Health Clinic - Lufkin, TX

### **Position Number**

P #722

### **General Description**

The Mental Health Clinician will provide direct care rehabilitative services to enrolled adults with chronic mental illness in the community/home setting. Will perform services according to the individual's approved and prescribed rehabilitation plan, and according to Burke 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 Jasper and Houston counties. Performs under the supervision of the unit Clinical Coordinator. This position will require travel to remote areas.

### **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 – LSW.

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

Monday-Friday, 8:00 a.m. to 5:00 p.m., May require occasional after-hours work to complete job responsibilities.

### **Salary**

\$32,124 to \$33,360 annually, depending on qualifications and experience. Travel reimbursement provided.

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – C.B. – Angelina Mental Health Clinic - Lufkin, TX

### **Position Number**

P #1092

### **General Description**

The Mental Health Clinician will provide direct care rehabilitative services to enrolled adults with chronic mental illness in the community/home setting. Will perform services according to the individual's approved and prescribed rehabilitation plan, and according to Burke 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 Angelina, Trinity, Houston, Jasper, Newton, and Sabine counties. Performs under the supervision of the unit Clinical Coordinator. This position will require travel to remote areas.

### **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 Alternative to Managing Aggressive Behavior (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator. Must have reliable personal vehicle and travel routinely within the service area.

### **Physical Requirements**

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

### **Hours**

Monday-Friday, 8:00 a.m. to 5:00 p.m., May require occasional after-hours work to complete job responsibilities.

### **Salary**

\$32,124 to \$33,360 annually, depending on qualifications and experience. Travel reimbursement provided.



## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – C.B. – Family Counseling Associates – Lufkin, Texas

### **Position Number**

P #1675

### **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 six-county region is required.

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license

Preferred: LBSW

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

\$32,124-\$33,360 annually, depending on qualifications and experience

Travel reimbursement is provided.

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – M. C. - Family Counseling Associates - Nacogdoches, TX

### **Position Number**

P #1694

### **General Description**

This position provides mental health skills and support services to children, adolescents, and their families that reside in Nacogdoches, Shelby, and San Augustine counties. This worker will perform case management, skills training, and other services 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 also include conducting emergency assessments as warranted and intake assessments. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must. Traveling within the six-county region is required.

### **Education**

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

### **Experience**

Preferred - Six (6) month's direct care experience working with children in a behavioral healthcare or mental health setting. Familiarity with DSM IV diagnostic criteria

### **Licenses/Certifications**

Required – Valid Texas driver's license

Preferred – LSBW

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

Monday-Friday, 8:00 a.m. to 5:00 p.m., May require occasional after-hours work to complete job responsibilities.

### **Salary**

\$32,124 to \$33,360 annually, depending on qualifications and experience

Travel reimbursement is provided.

## Burke Job Posting/ Job Description

### Position Title

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

### Position Number

P #1684

### General Description

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

### Education

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

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

### Experience

Required: Six (6) months experience working with substance abusers

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

### Licenses/Certifications

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

Required: Valid Texas Driver's license

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

### Physical Requirements

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

### Special Requests or Comments

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

### Hours

Monday-Friday; 8am-5pm

### Salary

\$30,000-\$36,000 annually; \$40,000 LPC-Intern annually

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1685

### **General Description**

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

### **Education**

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

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

### **Experience**

Required: Six (6) months experience working with substance abusers

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

### **Licenses/Certifications**

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

Required: Valid Texas Driver's license

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

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

Monday-Friday; 8am-5pm

### **Salary**

\$30,000-\$36,000 annually; \$40,000 LPC-Intern annually

## Burke Job Posting/ Job Description

### Position Title

Peer Specialist – M.S. – Coordinated Specialty Care Program – Lufkin or Nacogdoches, TX

### Position Number

P #1657

### General Description

The Coordinated Specialty Care program is a specific team based program designed to provide early intervention services for individuals with first episode psychosis between the ages of 15 to 30. This position provides direct clinical peer services around a Whole Health Action Management to this population. 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. Performs under the supervision of the Coordinated Specialty Care Program Service Director. This position will require travel to remote areas.

### 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 spectrum (preferred) or major depressive disorder

### Licenses/Certifications

Required: Valid Texas Driver's License

Required: Ability to attend training and test to become a Certified Peer Specialist and a provider of Whole Health Action Management (WHAM)

Preferred: Dual Certification for Peer and Family Partner

### Physical Requirements

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

### Special Requests or Comments

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator. Educational certification training will be required when hired. 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, 8:00 a.m. to 5:00 p.m.; after hours as necessary

### Salary

\$24,000 annually, depending on qualifications and experience

Travel reimbursement provided.

## Burke Job Posting/ Job Description

### Position Title

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

### 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 Therapist and general supervision of the Clinical Nurse

### Education

Required: Graduation from an accredited high school or its equivalent

### Experience

Preferred: Experience working with adults with mental illness

### Licenses/Certifications

Required - Valid Texas driver's license

### Physical Requirements

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

### Special Requests or Comments

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

\$23,652 annually, depending on qualifications and experience

## Burke Job Posting/ Job Description

### Position Title

Mental Health Specialist/Night Shift - LW - Mental Health Emergency Center - Lufkin, TX

### Position Number

P #1418

### 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

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

### Hours

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

### Salary

\$23,652 annually, depending on qualifications and experience

## 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**

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

### **Special Requests or Comments**

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

### **Hours**

Monday through Friday; generally, 8am-5pm

### **Salary**

If non-certified: \$22,000 annually; certified: \$24,000 annually



## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #488

### **General Description**

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

### **Education**

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

### **Experience**

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

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

### **Licenses/Certifications**

Required: Valid Texas Driver's License

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

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

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

### **Salary**

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

## Burke Job Posting/ Job Description

### Position Title

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

### Position Number

P #565

### General Description

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

### Education

Required - (1) 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

Monday-Friday; 1:30pm-9:30pm. 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/VISION/LIFE/DISABILITY  
BENEFITS, PAID HOLIDAYS, VACATION BENEFITS OR  
SICK BENEFITS.**

## 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**

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

### **Physical Requirements**

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

### **Hours**

Hours will vary as needed

### **Salary**

Negotiable, depending on qualifications and experience

## Burke Job Posting / Job Description

### **Position Title**

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

### **Position Number**

P #5277

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

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

Required: Valid Texas Driver's license.

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

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

### **Salary**

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

## Burke Job Posting/ Job Description

### **Position Title**

Part-Time Support Staff – A.H. – Mobile Crisis Outreach Team (MCOT) – Lufkin, TX

### **Position Number**

P #5653

### **General Description**

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

### **Education**

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

### **Experience**

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

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

### **Physical Requirements**

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

### **License/Certifications**

Required: Valid Texas Driver's license

### **Hours**

Monday through Friday; 20-30 hours per week

### **Salary**

\$10.00-\$12.00 per hour

## Burke Job Posting/ Job Description

### Position Title

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

### Position Number

P #2281

### General Description

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

### Education

Required: Graduation from an accredited high school or its equivalent

### Experience

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

### Licenses/Certifications

Required: Valid Texas Driver's License

Preferred: Certified Peer Specialist

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

### Physical Requirements

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

### Special Requests or Comments

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

### Hours

25 hours per week; Monday-Friday as scheduled.

### Salary

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

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5041

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

\$9.00 per hour



## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5298

### **General Description**

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

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

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

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

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

\$8.00-\$9.00 per hour

## Burke Job Posting/ Job Description

### Position Title

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

### Position Number

P #5293

### General Description

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

### Education

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

### Experience

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

### Licenses/Certifications

Required: Valid Texas driver's license.

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

### Special Requests or Comments

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

### Physical Requirements

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

### Hours

Hours will vary as needed.

### Salary

\$8.00 - \$9.00 per hour

## Burke Job Posting/ Job Description

### Position Title

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

### Position Number

P #5295

### General Description

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

### Education

Required: Graduation from an accredited high school or its equivalent

### Experience

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

### Licenses/Certification

Required: Valid Texas driver's license

### Special Requests or Comments

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

### Physical Requirements

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

### Hours

Hours will vary as needed.

### Salary

\$8.00 - \$9.00 per hour

## Burke Job Posting/ Job Description

### Position Title

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

### Position Number

P #5294

### General Description

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

### Education

Required: Graduation from an accredited high school or its equivalent

### Experience

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

### Licenses/Certifications

Required: Valid Texas driver's license

### Special Requests or Comments

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

### Physical Requirements

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

### Hours

Hours will vary as needed.

### Salary

\$8.00 - \$9.00 per hour

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5296

### **General Description**

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

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

Experience working with adults with developmental disabilities.

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

Hours will vary as needed.

### **Salary**

\$8.00 - \$9.00 per hour

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5299

### **General Description**

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

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

Hours will vary as needed.

### **Salary**

\$8.00 - \$9.00 per hour

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Hour**

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