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NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

1. United 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.

11/09/2018

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1608

General Description

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

Education

Required: Completion of accredited program in your area of specialty

Licenses/Certifications

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

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

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

Physical Requirements

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

Hours

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

Salary

Negotiable, depending on certification/license

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1609

General Description

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

Education

Required: Completion of accredited program in your area of specialty

Licenses/Certifications

Required: Licensed in the State of Texas as a Physician

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

Physical Requirements

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

Hours

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

Emergency services participation as per current policy

Salary

Negotiable, depending on certification/license

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1433

General Description

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

Education

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

Experience

Required: One (1) year of experience working in a direct service role with handicapped individuals

Preferred: Experience working with birth to age three (3) and/or preschool children

Licenses/Certifications

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

Required: Valid Texas Driver's License

Physical Requirements

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

Hours

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

Salary

Negotiable, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

ETBHN Director – M.T. – East Texas Behavioral Network (ETBHN)
Lufkin, TX

Position Number

P #1127

General Description

The ETBHN Director is the chief administrator of the network:

- Serves as director of the network, reports to the Regional Oversight Committee (ROC) who is the managing body, and will be responsible for leading the organization's success.
- Works with the ROC to develop strategic goals and objectives and be responsible for implementing those goals and objectives successfully.
- Develop and recommend necessary network policies for ROC approval and implement procedures to ensure that all policies are carried out.
- Ensure compliance with relevant fiscal agent procedures and other regulatory requirements.
- Keep the ROC well-informed regarding the state of operations, including events that might positively or negatively impact the operations or finances of the organization.
- Hire well-qualified network personnel in a timely way, supervise and evaluate staff in accordance with fiscal agent policies.
- Formulate budgets for ROC approval and submit monthly financial reports to the ROC.
- Implement and oversee billing and collection processes for network programs and network expenditures in conjunction with the fiscal agent.
- Develop and recommend new grant and business opportunities to expand network services.
- Perform other duties as directed by the ROC.

Education

Required: Bachelor's degree in business, personnel management or behavioral health related field with a minimum of three (3) years working in a Community Center setting and two (2) years of management/supervisory experience.

Preferred: Master's degree in business, personnel management or behavioral health related field with a minimum of four (4) years working in a Community Center setting and five (5) years of management/supervisory experience.

Licenses/Certifications

Required: Valid Texas Driver's license.

Physical Requirements

Required: Sight, hearing, talking, lifting up to 10 pounds, walking, prolonged standing, bending, kneeling, and hand/finger dexterity. Moderate travel is also required.

Hours

Primarily; Monday through Friday, 8:00am - 5:00pm.

Salary

Negotiable; depending on education, skills, and experience

Burke Job Posting/ Job Description

Position Title

Administrative Manager – M.C. – Nacogdoches Mental Health Clinic - Nacogdoches, TX

Position Number

P #230

General Description

The Administrative Manager is responsible for the management and organization of the support staff and general office. Duties include clinical records management, fee collection systems, preparation and maintenance of clinical databases, requisition of supplies and coordination of mail flow. Provides monthly and quarterly reports and audits as requested by Service Director and serves as Designated Records Monitor (DRM). The Administrative Manager will maintain effective working relations with consumers and outside agencies and must interact effectively with the clinical and support staff to ensure all clinical standards are in compliance. Requires knowledge of word processing and database software programs, typing skills and must have excellent telephone and communication skills.

Education

Required: Bachelor's degree from an accredited college or university.

Preferred: Bachelor's degree in Business or Management.

Experience

Required: Five (5) years' of full-time secretarial or management experience in a medical office, mental health related setting, or business office.

Preferred: Two (2) years' of leadership and management experience in a medical office, mental health related setting, or business office.

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

Required: Work environment requires professional contact and interaction with adults diagnosed with severe and persistent mental illness. Defensive driving training. Must have driving record insurable by Burke's insurance administrator.

Physical Requirements

Required: Must have visual and auditory skills to handle telephone, receptionist and transcription duties; mobility required to bend, reach, lift (up to 50 lbs), while carrying charts and equipment during a work day; fine motor skills for legible handwriting and typing.

Hours

Monday through Friday, generally; 8:00 a.m. to 5:00 p.m. (occasional after hours as necessary).

Salary

Negotiable, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Crisis Service Director – M.C. - Mental Health Emergency Center – Lufkin, TX

Position Number

P #1376

General Description

The Crisis Service Director is responsible for the overall implementation, management, supervision, and evaluation of all Extended Observations and Crisis Residential operations at the Mental Health Emergency Center. The Crisis Service Director participates in strategic planning, budgeting initiatives and coordination of services with other Center programs. The Crisis Service Director shall work within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

Education

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

Experience

Required: Required: At least two (2) years of full-time direct experience as a manager of a mental health or substance use facility or (4) years direct experience in a management position. Must also have at least one (1) year full-time experience working in a mental health, residential, crisis stabilization, or respite setting.

Required: Staff supervision, ability to utilize EHR, perform budgetary work, and follow state/federal rules and regulations pertaining to the operation of the programs. MHEC is a 24/7 program and this position will require some after hours and/or weekend consultation.

Required: Critical Competencies for Success: Critical and systems thinking; measuring program outcomes; problem solving; listening; clear, persuasive and convincing communication; providing clear focus and direction; confronting difficult issues, identifying alternatives, deciding on a course of action; collaboration; partnering.

Preferred: Inpatient or residential experience

Licenses/Certifications

Required: Licensure as one of the following: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), or Registered Nurse (RN) with the State of Texas. (Current license is required at time of application)

Required: Valid Texas driver's license.

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.

Physical Requirements

Required: Position requires various activities involving visual, auditory, motor skills to communicate; attend meetings/trainings, carrying charts (up to 25 lbs.), verbalizes information and responds to complaints, develop and deliver reports. Must have stamina for long days and able to work under hazardous conditions due to potentially aggressive consumers.

Hours

Generally, Monday through Friday, 8am to 5pm. Due to MHEC being a 24/7 operation, the Service Director will be required to work some after hours and/or weekends at times.

Salary

\$65,000 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Therapist – M.S. – Veteran Counselor Program – Angelina or Nacogdoches Mental Health Clinic – Lufkin or Nacogdoches, TX

Position Number

P #1718

General Description

Therapist will be part of a grant designed to provide brief therapeutic interventions to service members, veterans, and their families that reside in Burke's 12 county region. The therapist shall work closely with the MVPN Veteran Peer in order to identify and screen candidates who are in need of treatment or who do not have access to or are not eligible for US Department of Veterans Affairs Health Administration Services. The individual must possess the ability to make professional evaluations, decisions, and recommendations for treatment, planning, and implementation. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are required. This worker will perform emergency assessment duties as needed. This position will require travel within Burke's 12 county region.

Education

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

Experience

Required: At least one (1) year full-time direct care experience in working with veteran adults or families in a community mental health or medical/mental health setting. Must be eligible to be certified in one or more of the following within 12-months of hire date: CPT, PE, or EMDR. Familiarity with DSM IV and DSM 5 diagnostic criteria. Knowledge of military culture and military related trauma.

Preferred: Two (2) years' experience as a Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), Licensed Psychological Associate (approved independent practice), or Licensed Psychologist with the State of Texas. Certified in one of following CPT, PE, and EMDR. Served in the US Military.

Licenses/Certifications

Required – Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), Licensed Psychological Associate (approved independent practice), or Licensed Psychologist with the State of Texas. Valid Texas driver's license. Licensed by the State of Texas.

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

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.

Hours

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday; but will require occasional after-hours work to complete program requirements.

Salary

\$52,500 annually, depending on qualifications and experience.

Travel reimbursement provided.

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – M.S. – System of Care – Polk Mental Health Clinic - Livingston, TX

Position Number

P #1719

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Preferred: LBSW

Special Requests or Comments

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

Physical Requirements

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

Hours

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

Salary

\$35,324-\$36,560 annually, depending on qualifications and experience

Travel reimbursement is provided.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #994

General Description

The Mental Health Clinician will provide direct care rehabilitative services to individual adults, as well as potentially work with children/adolescents and their families, enrolled in services with chronic mental illness in the office and community/home settings. Will perform services according to the individual's approved and prescribed 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, Jasper, Sabine, Newton 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: LBSW.

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

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 a reliable personal vehicle and travel routinely within 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

\$32,924-\$34,160 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1602

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 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) months' direct care experience working with children or adolescents in a behavioral healthcare or educational setting. Knowledge of growth and development.

Preferred: Familiarity with DSM-IV diagnostic criteria

Licenses/Certifications

Required – Valid Texas driver's license

Preferred – LBSW

Special Requests or Comments

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

Physical Requirements

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

Hours

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

Salary

\$34,724-\$35,960 annually, depending on qualifications and experience. Travel reimbursement is provided.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1563

General Description

The Mental Health Clinician will provide direct care rehabilitative services to individual children/adolescents and their families, as well as potentially work with adults, enrolled in services with chronic mental illness in the office and community/home settings. The MHC will perform services according to the individual's approved and prescribed recovery 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 Polk, San Jacinto, and Tyler Counties. Performs duties under the supervision of the unit Clinical Coordinator. As this position will require some travel to remote areas, reliable transportation is required.

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Preferred: LBSW

Special Requests or Comments

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

Physical Requirements

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

Hours

Generally, Monday through Friday; 8:00 a.m. to 5:00 p.m.

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

Salary

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

Travel reimbursement is provided.

Burke Job Posting/ Job Description

Position Title

Early Intervention Specialist – J.A. – Early Childhood Intervention - Lufkin, TX

Position Number

P #1180

General Description

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

Education

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

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

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

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

Experience

Preferred: Two (2) years working experience with children from birth to three years and/or experience with young children with developmental delays and disabilities.

Licenses/Certifications

Required – Valid Texas driver's license

Special Requests or Comments

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

Required: CPR, First Aid and Defensive training modules must be completed. 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

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

Salary

\$30,513 to \$35,300 annually, depending on qualifications and experience

Burke Job Posting/ Job Description

Position Title

Executive Assistant – M.T. – East Texas Behavioral Healthcare Network (ETBHN) - Lufkin, TX

Position Number

P #1456

General Description

The Executive Assistant performs administrative support for the ETBHN Director and all ETBHN staff, utilizing advanced skills in preparation of documents, correspondence and reports; billing; maintenance of files; and recordkeeping. Position involves working with confidential budget, payroll, and contractual information and utilizing judgment in assembling and organizing this information.

Education

Required: Graduation from an accredited high school or its equivalent

Preferred: A minimum of two (2) years of college including courses related to administrative office duties

Preferred: Must be highly proficient in the use of Microsoft Office products

Experience

Required: Two (2) years of progressively responsible experience in advanced administrative duties

Preferred: Five (5) years of progressively responsible experience in advanced administrative duties

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

Required: Sight, hearing, talking, lifting up to 10 pounds, walking, prolonged standing, bending, kneeling, and hand/ finger dexterity.

Hours

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

Salary

\$30,000 - \$33,000 annually; depending on education, skills, and experience

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1411

General Description

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

Education

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

Experience

Preferred: Experience working with adults with mental illness.

Licenses/Certifications

Required: Valid Texas Driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

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

Salary

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

Burke Job Posting/ Job Description

Position Title

Support Staff – C.M. – Developmental Disabilities- Lufkin, TX

Position Number

P #1193

General Description

This position interacts on a daily basis with the general public and Burke staff. The Support Staff is responsible for tracking expiration dates and ensuring documentation is current; processing and assisting the Service Director with enrollment activities; and data entry. Other duties include answering multi-line phone, mail dispersal and routing, processing records request, scanning documents into electronic charts, processing invoices, ordering supplies, as well as other miscellaneous duties. 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 communications skills. Excellent time management and organization skills is a must.

Education

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

Experience

Required: One (1) consecutive year of responsible clerical experience.

Required: Proficient in Microsoft Word, Ability to type 45 WPM, experience with multi-line telephone system.

Preferred: At least two (2) years of consecutive secretarial experience.

Physical Requirements

Required: Sight, hearing, talking, walking, lifting up to 25 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

Monday through Friday, 8:00 a.m. to 5:00 p.m.

Salary

\$22,000 annually

Burke Job Posting/ Job Description

Position Title

Support Staff - Y.W. - Centralized Intake - Lufkin, TX

Position Number

P #1464

General Description

This position interacts on a daily basis with the general public, visitors to the office and Burke staff. Responsibilities include: answering multi-line phones, answering requests for Burke services and scheduling appointments for new clients, data entry, records maintenance, and acting as receptionist for Intake. Must demonstrate good verbal and written communication skills, telephone etiquette, maintain an effective working relationship with consumers and staff. Must maintain confidential data as required by policy and procedure. Assist supervisor in data gathering, completion of reports and daily office operation. Travel to satellite clinics will be required. The position is under the direct supervision of the Support Staff Supervisor.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Required: Two (2) years of clerical experience and moderate to advanced computer skills.

Preferred: Minimum of three (3) years of clerical/receptionist experience in a medical or mental health related setting.

Preferred: Bilingual (English/Spanish)

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

Required: 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

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

Salary

\$22,000 annually

Travel reimbursement is provided

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1564

General Description

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

Education

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

Experience

Required: Two (2) years of clerical experience and moderate to advanced computer skills.

Preferred: At least Three (3) years of receptionist/secretarial experience in a medical or mental health related setting.

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

Required: 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

Generally, Monday through Friday; 8:00 a.m. to 5:00 p.m.

Salary

\$22,000 annually

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #175

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 - 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

Required: 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; 1:00pm-9:00pm. Additional hours are required for staff and consumer meetings.

Salary

\$20,800 annually

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #184

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 involve supervising day-to-day living activities; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. The RA provides active treatment training 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 active treatment data, 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

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.

Physical Requirements

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

Hours

HOURS: Monday – Friday; 12pm – 8:00pm. Additional hours may be required for staff and consumer meetings/trainings.

Salary

\$20,800 annually

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #185

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 involve supervising day-to-day living activities; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. The RA provides active treatment training 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 active treatment data, 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

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.

Physical Requirements

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

Hours

Wednesday, Thursday and Friday; 8:00pm to 9:30 a.m. for two days & 8:00 p.m. to 9:00 a.m. last day. Additional hours may be required for staff and consumer meetings/trainings.

Salary

\$20,800 annually

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1469

General Description

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

Education

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

Experience

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

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

Licenses/Certifications

Required: Valid Texas Driver's License

Special Requests or Comments

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

Physical Requirements

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

Hours

WEEKNIGHTS: Monday-Thursday; 10:30pm-8:30am

Salary

\$20,800 annually

**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

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

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

Position Number

P #2252

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

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

Salary

\$9.62 per hour

Travel reimbursement is provided.

Burke Job Posting / Job Description

Position Title

Residential Assistants - Home & Community-Based Services (HCS), Lufkin, TX
WEEKENDS ONLY - (Shadylake & Oscar Berry ALU)

Position Number

P #5041

General Description

The Residential Assistants 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

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

(WEEKENDS ONLY)

Saturday: 10:30am - 7:30pm

Sunday: 10:30am - 7:30pm

Salary

\$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #2255

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

Monday - Friday, 29 hours per week

Salary

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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5298

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

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

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

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

Hours

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

Salary

\$8.00-\$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5293

General Description

The Residential Assistant (RA) provides training and care for individuals who live in a residential facility (ICF/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 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-IDD 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/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 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