

Burke Center

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www.burke-center.org

NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

TELEMEDICINE PSYCHIATRIC PROVIDER (P #1499) – A.H. - EAST TEXAS BEHAVIORAL HEALTHCARE NETWORK, LUFKIN, TEXAS

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

EDUCATION:

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

LICENSES/CERTIFICATIONS:

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

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

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

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

SALARY: Negotiable, depending on certification/license.

SPEECH LANGUAGE PATHOLOGIST (P #969) – P.P. – CORNERSTONE ECI PROGRAM (POLK, SAN JACINTO & TYLER COUNTIES)

GENERAL DESCRIPTION: This position provides speech and oral motor therapy services as recommended by the team to developmentally delay and/or medically at risk children age birth to three (3) years in a community-based setting. Other responsibilities will include providing screening and assessment services and participation in the development of comprehensive treatment plans. Travel is required. This individual must adhere to confidentiality, procedural safeguards, policies and procedures of the program.

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

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

SPECIAL REQUESTS OR COMMENTS:

Required: CPR, First Aid, Defensive Driving and all other training required by the program. Must have a driving record insurable by the Center's insurance administrator.

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

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

SALARY: Negotiable, depending on qualifications and experience.

SPEECH LANGUAGE PATHOLOGIST (P #970) – P.P. – CORNERSTONE ECI PROGRAM (TYLER, JASPER & NEWTON COUNTIES)

GENERAL DESCRIPTION: This position provides speech and oral motor therapy services as recommended by the team to developmentally delay and/or medically at risk children age birth to three (3) years in a community-based setting. Other responsibilities will include providing screening and assessment services and participation in the development of comprehensive treatment plans. Travel is required. This individual must adhere to confidentiality, procedural safeguards, policies and procedures.

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Speech/Language Pathology, licensed by the State Committee of Examiners for Speech/Language Pathology and Audiology.
Texas Driver's License

SPECIAL REQUESTS OR COMMENTS:

Required: CPR, First Aid , Defensive Driving and all other training required by the program. Must have a driving record insurable by the Center's insurance administrator.

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

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

SALARY: Negotiable, depending on qualifications and experience.

RECRUITING SPECIALIST (1377) - P.J. –HUMAN RESOURCES, LUFKIN, TEXAS

GENERAL DESCRIPTION: This position will manage recruitment activities to include screening applicants for clerical, administrative and management positions. Must have excellent verbal and written communication skills Develops and maintains professional relationships with a variety of recruiting sources to generate qualified applicants and interns. Will attend external job/career fairs to establish a presence and promote Burke Center to job seekers. Develops and conducts New Employee Orientation. Coordinates job posting on the Web and other ad placement sources to insure accuracy, consistency and timeliness of job advertising. Reviews exit interviews and prepares analysis of issues and/or trends. Duties will also include identifying any additional training needs of staff; and maintaining current knowledge of state, federal and EEO regulations regarding Human Resource practices. This position will also be the Center-wide Safety and Infection Control Officer and will insure Center maintains compliance with current procedure. This position will report directly to the Director of Human Resources.

EDUCATION:

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

Preferred: Bachelor's degree in Human Resources or Business or Human Services.

EXPERIENCE:

Required: At least three (3) years' experience working in a Human Resources environment including experience in the above-listed job responsibilities. Extensive computer knowledge required to include Microsoft Word, Excel, and Power Point.

Preferred: Five (5) years of experience working in a Human Resource environment and experience in a non-profit community setting or healthcare setting.

PHYSICAL REQUIREMENTS: Position requires various activities involving visual, auditory, motor skills to communicate, attend meetings/trainings, carrying files and equipment (up to 25 lbs); and the ability to verbalize information and develop and deliver reports.

HOURS: 8:00 a.m. to 5:00 p.m., Monday through Friday. Must be flexible on occasion to accommodate unforeseen Human Resource situations. Some overnight travel required

SALARY: Negotiable, depending on qualifications and experience.

PSYCHOLOGICAL ASSOCIATE (P # 1492) – L.V. –ESSENTIAL SERVICES/IDD AUTHORITY- LUFKIN, TEXAS.

GENERAL DESCRIPTION: The Psychological Associate (PA) responsibilities include but are not limited to completing psychological evaluations to determine eligibility for IDD Services; assessing and analyzing assessment findings to develop and monitor individualized behavior plans; and training and consulting with individuals, family members or collaterals as appropriate, to increase adaptive behaviors and to replace or modify maladaptive behaviors. The PA will also be responsible for completing assessments needed for court order placement and testifying at court hearings.

EDUCATION:

Required: Master's degree in Psychology or related field.

EXPERIENCE:

Required: One (1) year of employment experience in the field of intellectual and developmental disabilities and graduate course work or one year of supervised experience in individual intellectual and behavior assessment.

LICENSES/CERTIFICATIONS:

Required: Licensed as a Psychological Associate (PA) by the State of Texas or eligible for licensing; and a Valid Texas Driver License.

Preferred: DADS DMR Certification

SPECIAL REQUESTS OR COMMENTS:

Required: CPR, First Aid, SAMA, and Defensive Driving training modules must be completed. Must have a driving record insurable by the Center's insurance administrator.

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

HOURS: 8:00 AM to 5:00 P.M. possibly some after hours.

SALARY: Negotiable, depending on qualifications and experience.

MCOT - MENTAL HEALTH CLINICIAN (1462) – A.H. – EMERGENCY SERVICES, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Mobile Crisis Outreach Team (MCOT) Mental Health Clinician works closely with other MCOT 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. The MCOT goal is to provide screening and assessment for persons in need, and to provide intensive interventions aimed at de-escalating the crisis and, whenever possible, diverting hospitalization. MCOT service is also inclusive of providing support and transport to individuals identified as in need of external support to maintain rehabilitation, case management and medication services as an enrolled mental health patient. The MCOT personnel will work a forty (40) hour week with an evening schedule, inclusive of weekend and holiday rotation coverage. This position will report to the MCOT Clinical Coordinator. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. This position will regularly require travel within a limited area of the Burke Center service region.

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' continuous full-time direct care experience in an adult mental health setting, inclusive of some mental health crisis evaluation and intervention.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

Preferred: LSW.

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 the Center's insurance administrator.

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

HOURS: Generally, 8:00 a.m. to 7:00 p.m., four (4) 10-hour shifts a week. Requires a weekend rotation every fourth or fifth weekend to complete a forty (40) hour week.

SALARY: \$33,196 to \$36,796 annually, depending on qualifications and experience. Travel reimbursement provided.

**EARLY INTERVENTION SPECIALIST (P # 1450) – J.A. –CORNERSTONE ECI PROGRAM,
ANGELINA COUNTY**

GENERAL DESCRIPTION: To provide case management and developmental services for children and families in the Early Childhood Intervention (ECI) program in Angelina, Trinity, and Houston counties. Services must be provided in the child's natural environment, so the applicant must be comfortable making home visits. 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: Bachelor's degree in Early Childhood Education, Special Education, Sociology, Education, or related field from an accredited college or university.

Preferred: LPC, LBSW or LMSW

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/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 the Center's insurance administrator.

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

HOURS: 8:00 a.m. to 5:00 p.m., Monday through Friday. Some after hours work to meet the needs of the families.

SALARY: \$28,638 to 33,582 annually, depending on qualifications and experience.

BILLING AND PAP SUPERVISOR (P #877) – N.B. – EAST TEXAS BEHAVIORAL HEALTHCARE NETWORK PHARMACY, LUFKIN, TEXAS

GENERAL DESCRIPTION:

The Billing and Shipping Supervisor position provides support and assistance to the Pharmacy. Responsibilities include, but are not limited to, supervising and coordinating and scheduling of PAP and billing staff, liaison between the pharmacy and Centers, serving as unit timekeeper, report generator, and general secretarial duties to ensure the pharmacy functions efficiently. Works on a daily basis with the staff, responsible for general office duties to include answering correspondence, maintaining reports, manual revisions, ordering supplies, and preparation of special reports, presentations, and letters. Will be required to make meeting and travel arrangements including taking notes and disseminating information from meeting. Will liaison between pharmacy and Centers to insure pharmacy services are being provided effectively.

EDUCATION:

Required: Graduation from an accredited high school or it's equivalent.

EXPERIENCE:

Required: Five (5) years full-time experience in Patient Assistance Program practices and applications. Knowledge of office procedures, management skills, accounts receivables, filing, budget monitoring and record keeping.

LICENSES/CERTIFICATONS:

Required: Valid Texas Driver's License.

SPECIAL REQUESTS OR COMMENTS:

Required: Must have driving record insurable by the Center's insurance administrator.

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

SALARY: \$26,000 to \$27,500 annually, depending on qualifications and experience.

SERVICE COORDINATOR (P #1476) – R. H. – SERVICE COORDINATION - LUFKIN, TEXAS

GENERAL DESCRIPTION: The Service Coordinator is responsible for on-going direct supports to individuals served in HCS, TxHmL, and General Revenue Programs. Duties include but are not limited to, completing assessments, documentation, facilitating program planning and development; monitoring of services; linking and referring individuals to appropriate services; and crisis prevention and management. The Service Coordinator will also be expected to develop an understanding of reimbursement practices and program guidelines. This position will as necessary interact with the individual’s family/LAR, team members, and community resources. The Service Coordinator will also be responsible for working with external and internal providers to accomplish Burke Center’s mission “*working together to improve lives.*” Travel is required to provide monitoring services in the individual’s home, school, and/or day service environment. Self-discipline, flexibility, and time-organization skills are a must.

EDUCATION/EXPERIENCE:

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

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver’s license.

SPECIAL REQUEST/COMMENTS:

Required: Proficient and timely documentation skills are required. Good typing skills and working knowledge of Microsoft Word. Good organizational skills to meet strict deadlines.

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

HOURS: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. However, this position may require after hours duty. Will require some flexible hours.

SALARY: \$25,488 to \$30,588 annually, depending on experience and qualifications.

WAIVER UTILIZATION MANAGER (P # 1569) – C.M. – IDD AUTHORITY SERVICES
- LUFKIN, TEXAS (INTERNAL POSTING ONLY)

GENERAL DESCRIPTION: The Waiver Utilization Manager is responsible for reviewing services listed on the Individual's Plan of Care and in their Person Directed Plan to ensure all services are justified, cannot be provided by other sources; do not exceed cost limit and submitting processed documentation to providers w/in timeframes established by DADS. Duties include but are not limited to: completing data entry; monitoring the utilization of services; performing quality assurance reviews; interfacing with service coordinators, providers and individuals as needed to negotiate units of services needed to meet individual's needs. The Utilization Manager will also be expected to develop an understanding of reimbursement practices and TxHmL and HCS program guidelines. Some travel may be required. Self-discipline, flexibility, and time organization skills are a must.

EDUCATION/EXPERIENCE:

Required: Graduation from an accredited high school AND one (1) year of work experience related to Texas Home Living & HCS Program

Preferred: Bachelor's degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, Criminal Justice, or with a major in a social, behavioral or human services field from an accredited college or university AND one (1) year work experience in Texas Home Living and HCS Programs.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUEST/COMMENTS:

Required: Proficient and timely documentation skills are required. Good typing skills and working knowledge of Microsoft Word and Excel. Good organizational skills to meet strict deadlines.

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

HOURS: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. However, this position may require after hours duty. Will require some flexible hours.

SALARY: \$25,488 to \$29,340 annually, depending on experience and qualifications.

HOME MANAGER/DAY PROGRAMMER (P #566) – C.B. – DIBOLL GROUP HOME, DIBOLL, TEXAS

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

EDUCATION:

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

EXPERIENCE:

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

Preferred: One (1) continuous year’s experience working with individuals with mental retardation or developmental delays. One (1) year of secretarial or clerical experience. Effective computer skills are required. Must be able to demonstrate a working knowledge of Microsoft Word and Excel.

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 Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and other training required in the training modules. Must have a driving record insurable by the Center’s insurance administrator. Reliable transportation required.

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

HOURS: Monday thru Friday, 9:00am – 6:00 p.m. Days and hours may change depending upon consumer and program needs. Must be able to work any shift in emergencies.

SALARY: \$24,720 annually.

SUPPORT STAFF III (P # 1202) – C.M. – IDD ESSENTIAL SERVICES, LUFKIN TEXAS

GENERAL DESCRIPTION: This position interacts on a daily basis with the general public, visitors to the center, and Burke Center 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 communication 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) year's clerical experience with good receptionist skills and computer skills. Must have proficient computer skills

Preferred: At least two (2) years of receptionist/secretary experience

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

PHYSICAL REQUIREMENTS: 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 the Center's insurance administrator.

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

SALARY: \$23,000 annually

**SUPPORT STAFF II (P #1562) – M.T. – NACOGDOCHES MENTAL HEALTH CLINIC,
NACOGDOCHES, TEXAS**

GENERAL DESCRIPTION: This position interacts on a daily basis with the general public, visitors to the center and Burke Center staff. Responsibilities include working with the 1115 waiver which is not limited to tracking treatment plans, authorizations, monitoring doctor only and inactive caseloads, creating client assignments for peer caseloads, reporting peer/code data, Category 3 tracking (including calling pharmacies for medication pick-up info, monitoring labs, data entry, and others). Responsibilities also include answering multi-line phone, mail dispersal and routing, scheduling and maintaining appointments for physicians, therapists, and counselors, fee collections, data entry, processing records requests, scanning documents into electronic charts, 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 communication skills. This position is under direct supervision of the Support Staff Supervisor.

EDUCATION:

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

EXPERIENCE:

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

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

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

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

SALARY: \$21,000 annually, depending on qualifications and experience.

RESIDENTIAL ASSISTANT (P #1122) – C.B. –NACOGDOCHES GROUP HOME, NACOGDOCHES, TEXAS

GENERAL DESCRIPTION: The Residential Assistant (RA) is responsible for providing guidance and care for individuals with intellectual and developmental disabilities 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 in a direct service role.

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

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 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 the Center's insurance administrator.

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

HOURS: 9:00 pm to 10:30 am, Wednesday, Thursday, and Friday. Days off may vary depending on need. Additional hours required for staff and consumer meetings.

SALARY: \$18,421 - \$19,287 annually.

RESIDENTIAL ASSISTANT – OSCAR BERRY (P # 206) – J.M. – HOME AND COMMUNITY-BASED SERVICES (HCS), LUFKIN, TEXAS

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 direct care experience for individuals.

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/CERTIFICATION:

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 the Burke Center's insurance administrator. Must have the ability to document appropriately and keep detailed records.

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

HOURS: Friday 10:30pm – 10:30am, Saturday 7:30pm – 10:30am, Sunday 7:30pm – 8:30am.

SALARY: \$18,416 - \$19,899 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/LIFE/DISABILITY BENEFITS, PAID HOLIDAYS, VACATION BENEFITS OR SICK BENEFITS.

REGISTERED NURSE (PRN) (P#5623) – K.B. – MENTAL HEALTH EMERGENCY CENTER

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.

EDUCATION:

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

EXPERIENCE:

Required: At least 1 year experience as a licensed RN working in a medical or acute mental health setting

Preferred: At least 6 months experience working in a mental health setting

LICENSES/CERTIFICATIONS:

Required: Texas license as a Registered Nurse.

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 the Center's insurance administrator.

PHYSICAL REQUIREMENTS: Sight, hearing, talking, lifting up to 50 pounds, walking, bending or kneeling and fine motor skills for legible handwriting and typing.

HOURS: PRN days or nights

Salary: \$29 to \$32 per hour depending on shift worked.

CRISIS THERAPIST (P #5277) – D.V. – MENTAL HEALTH EMERGENCY CENTER, LUFKIN, TEXAS

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 Center 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.

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 the Center's insurance administrator.

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

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.

LICENSED VOCATIONAL NURSE PRN (P #2248) - K.B.-- EXTENDED OBSERVATION UNIT, LUFKIN, TEXAS

GENERAL DESCRIPTION: The LVN will be part of a multidisciplinary treatment team and is responsible for providing nursing care services to acutely mentally ill adult residents at the Extended Observation Unit and the Crisis Residential Unit. These units operate 24 hours a day, 7 days a week. Performs under the direct supervision of the registered nurse on duty. Duties will include, but may not be limited to giving injections, administering oral medications, monitoring the health status of resident clients, completing medication consents, assisting with psychiatric services provided via telehealth equipment, general nursing duties and coordinating health care needs with other medical care providers. Other responsibilities may include inventory of medications, patient education and documentation, collection of lab specimens

EDUCATION:

Required: Graduation from an accredited school of nursing and licensed as a Vocational Nurse by the Texas State Board of Licensed Vocational examiners.

EXPERIENCE:

Preferred: One (1) year experience working in a mental health setting, or other medical setting.

LICENSES/CERTIFICATIONS:

Required: Texas Licensed Vocational Nurse.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: PRN days or evenings.

SALARY: \$16 to \$20 per hour depending on shift worked, qualifications, and experience.

AFTER HOURS ASSESSOR (P #2265) - G.C. – TYLER COUNTY

GENERAL DESCRIPTION: The After Hours Assessor works on an as needed basis to conduct mental health emergency assessments on individuals who are experiencing a mental health crisis. The After Hours Assessor's main function is to determine the level of placement needed for the individual in crisis. Assessments typically take place in the Emergency Rooms or local jails. Some may be done via tele-video through computer software. The After Hours Assessor reports to the Emergency Services Director.

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 continuous full-time direct care experience in an adult mental health setting, inclusive of some mental health crisis evaluation and intervention.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license

Preferred: LSW, or higher.

SPECIAL REQUEST OR COMMENTS:

Required: Complete annual trainings in Essential Learning. Must complete suicide prevention training and have a reliable mode of transportation.

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

HOURS: Between the hours of 5:00 p.m. and 8:00 a.m. Monday through Friday, continuous through the weekend and on Holidays.

SALARY: Paid per assessment. No travel reimbursement.

HCS/TXHML COURIER – PART TIME (P #2252) – K. M. – HOME & COMMUNITY-SERVICES/TEXAS HOME LIVING PROGRAM, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Courier provides transportation and supervision to individuals with an IDD 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 the Center's insurance administrator. Must have the ability to document appropriately and keep detailed records.

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

HOURS: Generally, 7:30 a.m.- 9:30 a.m., and 2:30 p.m. - 4:30 p.m. Monday through Friday. Hours/days may vary depending on consumer needs. Appointments and trainings could occur at any time throughout the day.

SALARY: \$8.00 per hour.

DAY HABILITATION SPECIALIST (P #5337) – C.R. – KIRBYVILLE DAY SERVICES, KIRBYVILLE, TEXAS

GENERAL DESCRIPTION: The Habilitation Specialist will be responsible for the overall daily management of clients and contracts. Responsibilities will include client-employee welfare and safety; compliance with contract terms and local customer satisfaction; client/employee training; and oversee related documentation, inventory control, vehicle and equipment upkeep, and other duties as assigned. Required to provide daily trainings to all clients. The NDI Manager directly supervises this position.

EDUCATION:

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

EXPERIENCE:

Required: Computer skills.

Preferred: One (1) year of experience working with intellectual and developmental disability services.

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, Defensive Driving and M. R. training modules. Must have a driving record insurable by the Center's insurance administrator.

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

HOURS: 32 hours per week.

SALARY: \$7.75 per hour.

RESIDENTIAL ASSISTANT (P #5041) – B.D. – HOME & COMMUNITY-BASED SERVICES (HCS), LUFKIN, TEXAS

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/CERTIFICATION:

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 the Burke Center's insurance administrator.

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

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

PAY: \$7.75 to \$8.25 per hour, depending on qualifications and experience.

RESIDENTIAL ASSISTANT (P #5295) – C.B. – NEWTON GROUP HOME, NEWTON, TEXAS

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Varied as needed.

PAY: \$7.50 to \$7.75 per hour, depending on qualifications and experience.

RESIDENTIAL ASSISTANT (P #5299) - C.B. – CUNNINGHAM GROUP HOME, LUFKIN, TEXAS

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 individuals 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 the Burke Center's insurance administrator. Must have ability to keep detailed records.

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

HOURS: Hours vary as needed.

PAY: \$7.25 to \$7.95 per hour, depending on qualifications and experience.

RESIDENTIAL ASSISTANT (P #5294) – C.H. – KIRBYVILLE GROUP HOME, KIRBYVILLE, TEXAS

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 the Center's insurance administrator.

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

HOURS: Varied as needed.

PAY: \$7.50 to \$7.75 per hour, depending on qualifications and experience.

RESIDENTIAL ASSISTANT (P #5296) – C.H. – PINELAND GROUP HOME, PINELAND, TEXAS

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:

Preferred: 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 the Center'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: Varied as needed.

PAY: \$7.50 per hour; increase to \$7.75 per hour depending on qualifications and experience.

RESIDENTIAL ASSISTANT (P #5298) - C.B. - DIBOLL HOUSE, DIBOLL, TEXAS

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

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 the Burke Center's insurance administrator. Must have ability to keep detailed records.

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

HOURS: Hours vary as needed. **Must be willing to work some weekends.**

PAY: \$7.95 per hour; increase to \$8.25 per hour after six (6) months of satisfactory job performance and completion of all mandatory training.