



2001 South Medford Dr., Lufkin, Texas 75901  
Phone (936) 639-1141 Fax (936) 634-8601  
[www.myburke.org](http://www.myburke.org)

### NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

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

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #1499

**General Description**

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

**Education**

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

**Licenses/Certifications**

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

**Physical Requirements**

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

**Hours**

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

**Salary**

Negotiable, depending on certification/license.

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1608

### **General Description**

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

### **Education**

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

### **Licenses/Certifications**

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

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

Negotiable, depending on certification/license.

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1609

### **General Description**

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

### **Education**

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

### **Licenses/Certifications**

Required: Licensed in the State of Texas as a Physician

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

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

Negotiable, depending on certification/license.

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #1295

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

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

Required: Valid Texas Driver's License

**Physical Requirements**

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

**Special Requests or Comments**

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

**Hours**

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

**Salary**

Negotiable, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Licensed Vocational Nurse- K.B. – Mental Health Emergency Center - Lufkin, Texas

### **Position Number**

P #1424

### **General Description**

The LVN will be part of a multidisciplinary treatment team and is responsible for providing nursing care services to acutely mentally ill adult residents at the Extended Observation Unit and the Crisis Residential Unit. They will also be assigned to provide nursing care services to clients who are undergoing medical drug and/or alcohol detox, utilizing the CIWA and OWS rating scales. These units operate 24 hours a day, 7 days a week. Performs under the direct supervision of the Registered Nurse on duty. Duties will include, but may not be limited to giving injections, administering oral medications, monitoring the health status of resident clients, completing medication consents, assisting with psychiatric services provided via telehealth equipment, general nursing duties and coordinating health care needs with other medical care providers. Other responsibilities include inventory of medications, patient education and documentation, collection and tracking of lab specimens, providing care to clients on detox protocols in regard to some ADL's when needed and appropriate, with the assistance of Mental Health Specialist staff, when necessary.

### **Education**

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

### **Experience**

Required: A minimum of 6 months experience as an LVN in a medical or mental health setting.

### **Licenses/Certifications**

Required: Texas Licensed Vocational Nurse

Required: Valid Texas driver's license

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

Staff in this position will work 12-hour shifts (7:00am – 7:00pm) with a total of 7 shifts every 14 days. This position will require the employee to work some weekend and holiday shifts on a rotating basis.

### **Salary**

\$38,400 annually.

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – A.H. – Mobile Crisis Outreach Team (MCOT) - Lufkin, Texas

### **Position Number**

P #1364

### **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 rotation coverage. This position will report to the MCOT LPHA Service Director. 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 Burke's 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' 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.

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

Generally, 8:00 a.m. to 7:00 p.m., four (4) 10-hour shifts a week, with flexibility a must. Requires a weekend rotation that's generally every eighth or ninth weekend to complete a forty (40) hour week.

### **Salary**

\$33,196 to \$35,596 annually; depending on qualifications and experience. Travel reimbursement is provided.

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #1214

**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) 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**

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

**Special Requests or Comments**

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

**Hours**

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

**Salary**

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



**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #1589

**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) 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 – LSBW.

**Physical Requirements**

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

**Special Requests or Comments**

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

**Hours**

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

**Salary**

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

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1303

### **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. The clinician 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: LSW.

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

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

### **Salary**

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

## Burke Job Posting/ Job Description

### Position Title

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

### Position Number

P #605

### General Description

The EIS position requires staff to provide case management services and hands on developmental services for children and families in the Early Childhood Intervention (ECI) program in Angelina and Trinity counties. This position will be housed in Lufkin. Services must be provided in the child's natural environment, so the applicant must be comfortable making home visits and driving to homes throughout the day. 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: Bachelor's degree in Child Development, Child & Family, Communication Disorders, Counseling, Psychology, Rehabilitative Counseling/Rehabilitation Services, Social Work, Sociology, Special Education (with or without teacher certification), or a bachelor's degree in any field with at least 18 hours of college credit directly related to early intervention.

### Experience

Preferred: Six months work 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. Reliable transportation is needed for home visits.

### Physical Requirements

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

### Hours

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

### Salary

\$30,500 to \$32,900 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1292

### **General Description**

The EIS position requires staff to provide case management services and hands on developmental services for children and families in the Early Childhood Intervention (ECI) program in Angelina and Polk counties. This position will be housed in Lufkin. Services must be provided in the child's natural environment, so the applicant must be comfortable making home visits and driving to homes throughout the day. 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: Bachelor's degree in Child Development, Child & Family, Communication Disorders, Counseling, Psychology, Rehabilitative Counseling/Rehabilitation Services, Social Work, Sociology, Special Education (with or without teacher certification), or a bachelor's degree in any field with at least 18 hours of college credit directly related to early intervention.

### **Experience**

Preferred: Six months work 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. Reliable transportation is needed for home visits.

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

\$30,500 to \$32,900 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### Position Title

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

### Position Number

P #1657

### General Description

The Coordinated Specialty Care program is a specific team based program designed to provide early intervention services for individuals with first episode psychosis between the ages of 15 to 30. This position provides direct clinical peer services around a Whole Health Action Management to this population. Duties may include administration of a health risk assessment; individual and group work with current recipients of mental health services, planning and organizing educational events, documentation of service provision, and other duties that may be assigned. Performs under the supervision of the Coordinated Specialty Care Program Service Director. This position will require travel to remote areas.

### Education

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

### Experience

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

### Licenses/Certifications

Required: Valid Texas Driver's License

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

### Physical Requirements

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

### Special Requests or Comments

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

### Hours

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

### Salary

\$24,000 annually, depending on qualifications and experience. Travel reimbursement provided.

## Burke Job Posting/ Job Description

### **Position Title**

Peer Specialist - CB - Angelina Mental Health Clinic - Lufkin, Texas

### **Position Number**

P #1570

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas Driver's License.

Preferred: Certified Peer Specialist

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

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

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

### **Salary**

If non-certified, \$22,000 annually. Certified, \$24,000 annually.

**Burke Job Posting/ Job Description**

**Position Title**

Support Staff - P.P. - Early Childhood Intervention - Lufkin, Texas

**Position Number**

P #1254

**General Description**

Responsibilities include: scheduling referrals, entering information into a database; answering the phone and efficiently directing calls to various staff; maintaining, organizing and filing assigned reports and records; providing assistance to ECI staff; and other duties as assigned by supervisor. Requires knowledge of word processing and database software programs and must have excellent telephone and communication skills. This position does require so travel between the Nacogdoches and Lufkin Office.

**Education**

Required: Graduation from an accredited high school or its equivalent

**Experience**

Required: One (1) consecutive year of responsible clerical experience with good receptionist skills. 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 CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator.

**Physical Requirements**

Must have visual and auditory skills to handle telephone, receptionist duties; mobility required to bend, reach, lift (up to 50 lbs), while carrying charts and equipment during a work day; ability to sit or stand for prolonged periods of time; fine motor skills for legible handwriting and typing.

**Hours**

Generally, Monday-Friday; 8am-5pm.

**Salary**

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

## Burke Job Posting/ Job Description

### Position Title

Support Staff - C.B. - Crockett Mental Health Clinic - Crockett, Texas

### Position Number

P #1528

### General Description

This position interacts on a daily basis with the general public, visitors to the center and Burke staff. Responsibilities include answering multi-line phone, mail dispersal and routing, fee collections, data entry, processing records requests, scanning documents into electronic charts, assisting clinical staff, scheduling, 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. Applicant 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 and computer skills

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

### Licenses/Certifications

Required: Valid Texas driver's license

### Physical Requirements

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

### Hours

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

### Salary

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



**Burke Job Posting/ Job Description**

**Position Title**

Support Staff - C.B. - Angelina Mental Health Clinic - Jasper, Texas

**Position Number**

P #1663

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

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

**Licenses/Certifications**

Required: Valid Texas Driver's license

**Physical Requirements**

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

**Hours**

Monday through Friday, 8-5. Extra hours as needed.

**Salary**

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

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #573

**General Description**

The Residential Assistant (RA) provides training and care for individuals who live in a residential facility (ICF/IDD group home). Work involves supervising day-to-day living activities; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. The RA is also responsible for ensuring that the group home environment is kept safe and clean according to Life Safety and Health standards. Daily documentation includes active treatment data, medication inventory records, and progress reports. Other documentation is required on an as-needed basis. Reliable transportation required.

**Education**

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

**Experience**

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

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

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

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

Additional hours required for staff and consumer meetings.

**Salary**

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

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant – Whitehouse ALU - B.E. – Home & Community-Based Services (HCS), Lufkin, TX  
**“FEMALE APPLICANTS ONLY”**

**Position Number**

P #1245

**General Description**

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

**Education**

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

**Experience**

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

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

**Licenses/Certifications**

Required: Valid Texas driver’s license.

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

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

**Salary**

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

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #1645

**General Description**

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

**Education**

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

**Experience**

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

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

**Licenses/Certifications**

Required: Valid Texas Driver's License

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Weekends 40 hours: (Friday-10:30pm-10:30am; Saturday-7:30pm-10:30am; & Sunday-7:30pm-8:30am)

**Salary**

\$18,800-\$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/LIFE/DISABILITY  
BENEFITS, PAID HOLIDAYS, VACATION BENEFITS OR  
SICK BENEFITS.**

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5277

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

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

Required: Valid Texas Driver's license.

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

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

### **Salary**

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

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5273

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

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

Required: Valid Texas Driver's license

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

Monday through Friday; hours will vary as needed.

### **Salary**

Negotiable, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #2281

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas Driver's License.

Preferred: Certified Peer Specialist

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

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

Monday-Friday as scheduled; 25 hours per week.

### **Salary**

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



## Burke Job Posting/ Job Description

### Position Title

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

### Position Number

P #2273

### General Description

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

### Education

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

### Experience

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

### Licenses/Certifications

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

### Physical Requirements

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

### Special Requests or Comments

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

### Hours

Monday through Friday; 24 hours per week.

### Salary

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

## Burke Job Posting/ Job Description

### Position Title

CPR/First Aid/Back Safety Instructor – P.J. – Central Administration - Lufkin, TX

**(INTERNAL ONLY)**

### Position Number

P #1651

### General Description

The Instructor will teach CPR, First Aid, and Back Safety to Burke employees, certified by the American Red Cross. The Instructor will present in a classroom setting through lecture, video and demonstration of skills. The Instructor will be responsible for the care of the training materials; he/she will ensure sign in sheets are filled out and promptly returned to Human Resources. Applicants must be reliable and have the ability to work closely with others throughout all levels of the organization. The instructor must have excellent presentation and communication skills.

### Education

Graduation from an accredited high school or its equivalent.

### Experience

Required: Must have completed six (6) months of continuous service and have been removed from conditional status to be eligible.

Preferred: Training or teaching experience.

### Licenses/Certifications

Required: Valid Texas driver's license.

### Special Requests or Comments

Required: Must have a driving record insurable by Burke's insurance administrator.

Preferred: Certified by American Red Cross to teach CPR/First Aid/Back Safety.

### Physical Requirements

Sight, hearing, talking, lifting up to 25 pounds, walking, prolonged standing, bending, kneeling, ability to drive a vehicle and hand/finger dexterity.

### Hours

This class is scheduled from 8:30am – 3:00pm. It is a one (1) day course scheduled during a Monday-Friday work week.

This position requires the instructor to arrive at 8:00am to set up the classroom for training and stay after class in order to put up supplies and complete any housekeeping as needed. This position may require some travel to conduct on-site training classes.

### Salary

\$100.00 per day; Travel reimbursement provided only if the training class is held outside of the Lufkin area.

## Burke Job Posting/ Job Description

### Position Title

Van Driver Instructor – P.J. Central Administration - Lufkin, TX

**(INTERNAL ONLY)**

### Position Number

P #1652

### General Description

The Instructor will teach a Van Driving course certified by Texas Council Risk Management Fund. The Instructor will train employees on driving skills needed to operate a 15 plus passenger van in a safe and responsible manner. The Instructor will present material in a classroom setting; in addition he/she must set up and administer a driving course exam. The Instructor will be responsible for the care of the training materials; he/she will ensure sign in sheets are filled out and promptly returned to Human Resources. Applicants must be dependable and able to work closely with others throughout all levels of the organization. The instructor must have excellent presentation and communication skills.

### Education

Graduation from an accredited high school or it equivalent.

### Experience

Required: Must have completed six (6) months of continuous service and have been removed from conditional status to be eligible.

Preferred: Training or teaching experience.

### Licenses/Certifications

Required: Valid Texas driver's license.

### Special Skills or Training

Required: Must have a driving record insurable by Burke's insurance administrator.

### Physical Requirements

Sight, hearing, talking, lifting up to 25 pounds, walking, prolonged standing, bending, kneeling, ability to drive a vehicle and hand/finger dexterity. Must be able to work outside in various weather conditions.

### Hours

This class is scheduled from 9:00am – 2:00pm. It is a one (1) day course scheduled during a Monday-Friday work week.

This position requires the instructor to arrive at 8:00am to set up the classroom for training and stay after class in order to put up supplies and complete any housekeeping as needed. This position may require some travel to conduct on-site training classes.

### Salary

\$100.00 per day; Travel reimbursement provided only if the training class is held outside of the Lufkin area.

## Burke Job Posting/ Job Description

### Position Title

SAMA Instructor – P.J. - Central Administration - Lufkin, TX

**(INTERNAL ONLY)**

### Position Number

P #1653

### General Description

The Instructor will teach Satori Alternatives to Managing Aggression or SAMA in a classroom setting through lecture, video and demonstration of skills. The Instructor will lead participants through exercises and learning activities until they can demonstrate the skills and concepts presented on the tapes. The SAMA instructor will be required to complete a five day certification class in San Antonio in order to be certified to teach the class. The Instructor will be responsible for the care of the training materials; he/she will ensure sign in sheets are filled out and promptly returned to Human Resources. Applicants must be reliable and have the ability to work closely with others throughout all levels of the organization. The instructor must have excellent presentation and communication skills.

### Education

Graduation from an accredited high school or its equivalent.

### Experience

Required: Must have completed six (6) months of continuous service and have been removed from conditional status to be eligible.

Preferred: Training or teaching experience

### Licenses/Certifications

Required: Valid Texas driver's license.

### Special Skills or Training

Required: Must have a driving record insurable by Burke's insurance administrator.

Preferred: Certified by Satori Learning Designs to teach SAMA.

### Physical Requirements

Sight, hearing, talking, lifting up to 25 pounds, walking, prolonged standing, bending, kneeling, ability to drive a vehicle and hand/finger dexterity.

### Hours

The SAMA class is scheduled from 9:00am – 4:00pm. The initial class is a two (2) day course and the refresher is a one (1) day course scheduled during a Monday-Friday work week. This position requires the instructor to arrive at 8:30am to set up the classroom for training and stay after class in order to put up supplies and complete any housekeeping as needed. This position may require some travel to conduct on-site training classes.

### Salary

\$100.00 per day; Travel reimbursement provided only if the training class is held outside of the Lufkin area.

**Burke Job Posting/ Job Description**

**Position Title**

HCS/TXHML Courier (Part-Time) - K.M. - Home & Community Services/Texas Home Living Program - Vidor, TX

**Position Number**

P #2252

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Monday through Friday; 7:30 a.m. - 9:30 a.m., and 2:30 p.m. - 4:30 p.m.

Hours/days may vary depending on consumer needs. Appointments and trainings could occur at any time throughout the day.

**Salary**

\$8.00 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5298

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Physical Requirements**

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

**Hours**

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

**Salary**

\$8.00 - \$9.00 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5293

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

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

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Hours will vary as needed.

**Salary**

\$8.00 - \$9.00 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5041

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Physical Requirements**

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

**Hours**

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

**Salary**

\$9.00 per hour.



**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5295

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Hours will vary as needed.

**Salary**

\$8.00 - \$9.00 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5294

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Hours will vary as needed.

**Salary**

\$8.00 - \$9.00 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5296

**General Description**

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

**Education**

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

**Experience**

Experience working with adults with developmental disabilities.

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Hours will vary as needed.

**Salary**

\$8.00 - \$9.00 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5299

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Hours will vary as needed.

**Salary**

\$8.00 - \$9.00 per hour.