



2001 South Medford Dr., Lufkin, TX 75901
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NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

09/07/2018

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1608

General Description

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

Education

Required: Completion of accredited program in your area of specialty

Licenses/Certifications

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

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

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

Physical Requirements

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

Hours

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

Salary

Negotiable, depending on certification/license

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1609

General Description

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

Education

Required: Completion of accredited program in your area of specialty

Licenses/Certifications

Required: Licensed in the State of Texas as a Physician

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

Physical Requirements

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

Hours

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

Emergency services participation as per current policy

Salary

Negotiable, depending on certification/license

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1433

General Description

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

Education

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

Experience

Required: One (1) year of experience working in a direct service role with handicapped individuals
Preferred: Experience working with birth to age three (3) and/or preschool children

Licenses/Certifications

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

Required: Valid Texas Driver's License

Physical Requirements

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

Hours

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

Salary

Negotiable, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Support Staff Supervisor – M.C. – Nacogdoches Mental Health Clinic - Nacogdoches, TX

Position Number

P #230

General Description

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

Education

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

Preferred: Bachelor's degree in Business or Management.

Experience

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

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

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

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

Salary

Negotiable, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Registered Nurse/NIGHT SHIFT - D.E. - Mental Health Emergency Center - Lufkin, TX

Position Number

P #1615

General Description

Registered Nurses are part of a multidisciplinary treatment team and are responsible for providing nursing care services to acutely mentally ill adult residents at the Mental Health Emergency Center. This program operates 24 hours a day, 7 days a week. Under the clinical direction of a physician and Nursing Clinical Coordinator, duties include giving injections, administering oral medications, completing admission and other nursing assessments, completing medication consents, taking inquiry calls from the community regarding potential admissions, reviewing medical records to determine appropriateness for admission, coordinating psychiatric assessments utilizing telehealth equipment, coordinating emergency healthcare needs with other medical care providers, and maintaining constructive relationships with stakeholders in the community. Other responsibilities include, inventory of medications, patient education, documentation, supervising LVN staff and mental health specialist staff, and other duties as assigned. Call rotation assignment on an as needed basis.

Education

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

Experience

Preferred: At least one (1) year experience as a licensed RN working in a medical or acute mental health setting.

Licenses/Certifications

Required: Texas license as a Registered Nurse.

Required: Valid Texas Driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

7pm to 7am; with a total of 7 shifts every 14 days. May be required to work every other weekend, and holidays on a rotating basis.

Salary

\$53,250 annually

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1718

General Description

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

Education

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

Experience

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

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

Licenses/Certifications

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

Physical Requirements

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

Special Requests or Comments

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

Hours

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

Salary

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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1719

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Preferred: LBSW

Special Requests or Comments

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

Physical Requirements

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

Hours

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

Salary

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

Travel reimbursement is provided.

09/07/2018

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – C.O. – System of Care – Nacogdoches Mental Health Clinic - Nacogdoches, TX

Position Number

P #1698

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Preferred: LBSW

Special Requests or Comments

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

Physical Requirements

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

Hours

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

Salary

\$33,324-\$35,360 annually, depending on qualifications and experience

Travel reimbursement is provided.

09/07/2018

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – M.C. – System of Care – Nacogdoches Mental Health Clinic - Nacogdoches, TX

Position Number

P #1710

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Preferred: LBSW

Special Requests or Comments

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

Physical Requirements

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

Hours

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

Salary

\$33,324-\$35,360 annually, depending on qualifications and experience

Travel reimbursement is provided.

09/07/2018

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – K.B. – Care Navigation Program – Nacogdoches Mental Health Clinic
Nacogdoches, TX

Position Number

P #1707

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 MHC will perform services according to the individual's approved and prescribed recovery plan, and according to Center and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in our 12 County Region as assigned. Performs duties under the supervision of the Care Navigation Registered Nurse. As this position will require some travel to remote areas, reliable transportation is required.

Education

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

Experience

Preferred: Six (6) months of 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: LBSW

Special Requests or Comments

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

Physical Requirements

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

Hours

Monday-Friday; 8am-5pm

Salary

\$32,000 annually, depending on qualifications and experience

Travel reimbursement is provided.

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – K.B. – Care Navigation Program – Angelina Mental Health Clinic
Lufkin, TX

Position Number

P #1705

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 MHC will perform services according to the individual's approved and prescribed recovery plan, and according to Center and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in our 12 County Region as assigned. Performs duties under the supervision of the Care Navigation Registered Nurse. As this position will require some travel to remote areas, reliable transportation is required.

Education

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

Experience

Preferred: Six (6) months of 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: LBSW

Special Requests or Comments

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

Physical Requirements

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

Hours

Monday-Friday; 8am-5pm

Salary

\$32,000 annually, depending on qualifications and experience

Travel reimbursement is provided.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1180

General Description

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

Education

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

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

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

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

Experience

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

Licenses/Certifications

Required – Valid Texas driver's license

Special Requests or Comments

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

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

Physical Requirements

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

Hours

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

Salary

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

Burke Job Posting / Job Description

Position Title

Accounting Clerk III - D.B. - Business Services - Lufkin, TX

Position Number

P #319

General Description

The Accounting Clerk performs complex clerical and advanced bookkeeping work in accounting and fiscal records keeping with emphasis on accounts receivable. Work also involves preparing accounting documents for computer entry and assisting in verification for accuracy of computer printouts.

Education

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

Preferred: College level courses in data entry and elementary accounting.

Experience

Required: Two (2) years of hands-on experience in automated system for accounts receivable and general ledger, data entry, and 10 key-by-touch.

Preferred: Two (2) years hands-on advanced experience in Excel.

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

Required: Must use visual and motor skills to efficiently and accurately enter data; utilize computer and calculator; sit for long periods of time throughout the day; mobility required to bend, reach, lift up to 25 pounds, and must have legible handwriting.

Hours

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

Salary

\$30,000-\$33,000 annually, depending on qualifications and experience

Burke Job Posting/ Job Description

Position Title

Vocational Coordinator - B.M. - Burke Industries - Lufkin, TX

Position Number

P #385

General Description

The Vocational Coordinator is responsible for the overall daily management of Tier II and Tier III contract needs as assigned by the Burke Industries Manager.

Education

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

Experience

Required: Computer Skills

Required: One (1) year of vocational experience working with individuals with disabilities in a direct care role.

Preferred: One (1) year of experience of supervising janitorial crews.

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.

Physical Requirements

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

Hours

Generally, 8am - 5pm; Monday -Friday

Salary

\$25,000-\$28,000 annually, depending on qualifications and experience

Burke Job Posting/ Job Description

Position Title

Support Staff - C.T. - Polk Mental Health Clinic - Livingston, TX

Position Number

P #1717

General Description

This position is responsible for but not limited to: scanning and managing records and assisting clinical staff. Duties also include greeting clients and visitors, answering a very busy multi-line phone system, mail dispersal and routing, scheduling appointments for clinical staff, fee collection, and data entry. Good organizational skills are a plus. This position will require travel to our satellite offices.

Education

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

Experience

Required: Six (6) months clerical experience.

Preferred: One (1) year of responsible clerical experience with excellent receptionist and computer skills.

Experience working in a medical and or mental health related setting is preferred.

Licenses/Certifications

Required: Valid Texas Driver's License.

Special Requests or Comments

Preferred: Bilingual (English/Spanish)

Physical Requirements

Required: Must have visual and auditory skills to type efficiently and utilize computer, typewriter, and calculator. Must sit for long periods of time throughout the workday. Sight, hearing, talking, lifting up to 25 pounds, walking, driving vehicle, and hand/finger dexterity are needed skills.

Hours

Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional after hours may be required.

Salary

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

Burke Job Posting/ Job Description

Position Title

Residential Assistant - Oscar Berry ALU - J.M. - Home and Community Based Services (HCS)
Lufkin, TX

Position Number

P #206

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/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. Driving record must be insurable by Burke's insurance administrator.

Must have the ability to document appropriately and keep detailed records.

Physical Requirements

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

Hours

Friday; 10:30pm - 10:30am, Saturday; 7:30pm - 10:30am, Sunday; 7:30pm - 8:30am

Salary

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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1469

General Description

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

Education

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

Experience

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

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

Licenses/Certifications

Required: Valid Texas Driver's License

Special Requests or Comments

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

Physical Requirements

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

Hours

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

Salary

\$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/VISION/LIFE/DISABILITY
BENEFITS, PAID HOLIDAYS, VACATION BENEFITS OR
SICK BENEFITS.**

09/07/2018

Burke Job Posting / Job Description

Position Title

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

Position Number

P #5277

General Description

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

Education

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

Experience

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

Licenses/Certifications

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

Required: Valid Texas Driver's license.

Physical Requirements

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

Special Requests or Comments

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

Hours

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

Salary

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

Burke Job Posting/ Job Description

Position Title

PART-TIME Certified Pharmacy Technician - T.Z. - East Texas Behavioral Network (ETBHN)
Lufkin, TX

Position Number

P #5251

General Description

This position will work as a pharmacy technician assisting the Pharmacist in dispensing prescriptions in accordance with State guidelines and additional guidelines established by the Pharmacist. Other duties may be assigned, as needed, in order to facilitate the operations of the pharmacy.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Preferred: At least two (2) years working as a pharmacy technician with experience in billing procedures and software systems

Preferred: Experience typing with Morris & Dickson's Pioneer system

Licenses/Certifications

Required: Must have Texas State License and be nationally recognized by the Pharmacy Technician Certification Board

Required: Valid Texas Driver's license

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$12.50 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #2252

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

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

Salary

\$9.62 per hour

Travel reimbursement is provided.

Burke Job Posting / Job Description

Position Title

PART-TIME Shipping Clerk - C.A. - East Texas Behavioral Healthcare Network/ETBHN - Lufkin, TX

Position Number

P #5250

General Description

The PT Shipping Clerk position provides support to the ETBHN Pharmacy with job duties involving performing all tasks necessary to ensure the timely packaging and shipping of pharmacy medications. Job duties include bagging medications, scanning and storing medications in appropriate locations, preparing medications for shipment by packing into boxes, weighing and preparing shipping labels. Works on a daily basis with the PAP/Billing Supervisor and other staff; responsible for key areas: oversight and workflow of the Shipping Room; reports problems with shipments to appropriate pharmacy staff; gathering information on packages; interfacing with clinics; packaging meds; maintaining inventory of shipping supplies and other support duties.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Preferred: Proficiency demonstrated in Microsoft Office Applications. Experience with shipping applications such as Fed Ex and UPS.

Licenses/Certifications

Required: Valid Texas Driver's License

Special Requests or Comments

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

Physical Requirements

Required: Must have visual and auditory skills sufficient to interact with consumers and staff. Mobility to bend, reach, lift (up to 50 pounds) sit stand for prolonged periods of time. Fine motor skills required for legible writing.

Hours

Tuesday & Thursday; 8am-5pm

Salary

\$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

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

Hours

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

Salary

\$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #2255

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

Monday - Friday, 29 hours per week

Salary

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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5298

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

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

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

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

Hours

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

Salary

\$8.00-\$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5293

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

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

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 - \$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5295

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Licenses/Certification

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 - \$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5294

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 - \$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5296

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Experience working with adults with developmental disabilities.

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 - \$9.00 per hour

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #5299

General Description

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

Education

Required: Graduation from an accredited high school or its equivalent

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$8.00 - \$9.00 per hour