

Burke Center

2001 South Medford Dr., Lufkin, Texas 75901
Phone (936) 639-1141 Fax (936) 639-0905
www.burke-center.org

NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

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

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

EDUCATION:

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

LICENSES/CERTIFICATIONS:

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

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

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

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

SALARY: Negotiable, depending on certification/license.

DIRECTOR OF COMMUNICATIONS (P #1556) – S.R. – CENTRAL ADMINISTRATION, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Director of Communications will manage the Center's corporate communication, media relations, social media and marketing efforts and help Burke Center fulfill and grow its brand in East Texas. This position will serve as the primary "message manager" for the Center. Excellent written and oral communication skills are mandatory. Other responsibilities will include leading strategic planning of marketing campaigns, project management, setting deadlines and measuring effectiveness, managing and coordinating all outreach to print and broadcast media, including serving as the Center's media spokesperson, preparing and training executives, board members and other staff for speaking opportunities and media interviews. This position will also require professional coordination among the senior staff of several departments and could also involve the management of direct reports and outside consultants and vendors. Extensive travel within the Burke Center's 12 county service area will be required.

EDUCATION:

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

Preferred: Bachelor's or Master's degree in communications, journalism, or marketing from an accredited college or university.

EXPERIENCE:

Required: Minimum of five (5) year's experience in the communications, public relations, marketing, or journalism field.

Preferred: Experience in the management of employees.

LICENSES/CERTIFICATIONS:

Required: Texas Driver's License.

SPECIAL REQUESTS OR COMMENTS:

Required: Sight, hearing, speaking, must be able to bend, reach, and lift up to 25 pounds to carry supplies or equipment.

HOURS: 8:00 a.m. to 5:00 p.m., Monday through Friday, after hours work as needed

SALARY: Negotiable, depending on qualifications and experience.

MENTAL HEALTH CRISIS PROGRAM DIRECTOR (P #1539) – J.S. – MENTAL HEALTH SERVICES, LUFKIN.

GENERAL DESCRIPTION: The MH Crisis Program Director is responsible for the overall implementation, management, supervision and evaluation of all Burke Center Mental Health Emergency Services including Mental Health Emergency Center, Mobile Crisis Outreach Team and Emergency Services departments. The Program Director will participate in strategic planning, budgeting initiatives and coordination of services with other Center programs. The Program Director will work within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned. The Program Director will be the liaison for mental health crisis service coordination with area law enforcement, hospital emergency services and county judicial systems. The Program Director will also be the lead project manager for proposed detoxification integration project with existing crisis care systems. This position will report to the Director of Mental Health Operations and will assist in the budget management, quality management, and utilization management.

EDUCATION:

Required: Candidate must have Bachelor's Degree from an accredited college or university.

Preferred: Master's Degree from an accredited college or university,

EXPERIENCE:

Required: Candidate must have minimum three (3) years' administration and management experience.

Preferred: Three (3) years' experience in crisis behavioral healthcare/clinical service delivery, familiar with Texas Mental Health Code.

LICENSES/CERTIFICATIONS:

Required: None

Preferred: Licensed Professional Counselor (LPC), or Licensed Master Social Work-Advanced Clinical Practitioner (LMSW-ACP), Licensed Marriage and Family Therapist (LMFT), or Licensed Psychologist (LP).

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 the Center's insurance administrator.

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

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

SALARY: Negotiable, depending on qualifications and experience.

CENTRALIZED INTAKE THERAPIST (P #1219) - N.T. - CENTRALIZED INTAKE UNIT, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Centralized Intake THERAPIST *will be part of the Centralized Intake Team and will be responsible for providing* diagnostics and intake assessments for the twelve (12) county area. This person will also be responsible for completing all Intake duties which include determining if presenting individuals meet priority population criteria for admission to Center services and/or require referral to community providers. Will perform emergency mental health assessments to determine if presenting individuals require crisis resolution or admission to inpatient hospitalization. Will answer crisis line calls as part of the crisis line rotation during normal business hours. Will consult with Centralized Intake Service Director, MH clinic Service Directors or team leader to coordinate scheduling, dispatch, triage and appropriate disposition of assessments and interventions. Will complete prescribed assessment instruments work according to established guidelines and standards. Will complete legal paperwork to coordinate inpatient hospitalizations as required. Will document activities according to required Center, Medicaid and Accreditation standards. Travel to the outline counties will be required. Will report to Centralized Intake Service Director/team leader

EDUCATION:

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

EXPERIENCE:

Preferred: Six (6) months' full-time direct care experience to individuals in a mental healthcare setting. Six (6) months' direct care experience in mental health screening and assessment. Six (6) months' direct care experience in mental health screening and assessment with both adult and child/adolescent populations.

LICENSES/CERTIFICATIONS:

Required: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), Licensed Psychologist with the State of Texas. **Individuals with LCSW, LPC intern, and LMFTA will be considered.**

SPECIAL REQUESTS OR COMMENTS:

Required: Must have visual and auditory skills sufficient to evaluate and monitor client needs; mobility required to bend, reach, lift (up to 50 lbs.) while assisting clients, completing Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules, and carrying charts and equipment during a work day. Fine motor skills required for legible writing and driving of a motor vehicle for business related travel required to attend trainings. Must have a driving record insurable by the Center's insurance administrator.

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

SALARY: Depends on qualifications, licensure, and experience.

REGISTERED NURSE (P #1421) – K.B. – MENTAL HEALTH EMERGENCY CENTER

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

EDUCATION:

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

EXPERIENCE:

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

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

LICENSES/CERTIFICATIONS:

Required: Texas license as a Registered Nurse.

SPECIAL REQUESTS OR COMMENTS:

Required: Must be physically able to complete Preventive Management of Aggressive Behaviors (PMAB), CPR, and First Aid training modules. Must have a driving record insurable by the Center's insurance administrator.

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

HOURS: 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: \$49,638 to \$49,960 annually, depending on qualifications and experience.

MENTAL HEALTH CLINICIAN (P #983) – M.C. - NACOGDOCHES MENTAL HEALTHCARE CENTER, NACOGDOCHES, TEXAS

GENERAL DESCRIPTION: The Mental Health Clinician will provide direct care rehabilitative services to individual adults, as well as potentially work with children/adolescents and their families, enrolled in services with chronic mental illness in the office and community/home settings. Will perform services according to the individual's approved and prescribed rehabilitation plan, and according to Center 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 Nacogdoches, San Augustine, and Shelby Counties. Performs under the supervision of the unit Clinical Coordinator. This position will require some travel to remote areas.

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

Preferred: LBSW.

SPECIAL REQUESTS OR COMMENTS:

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

PHYSICAL REQUIREMENTS: 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. May require occasional after-hours work to complete job responsibilities.

SALARY: \$32,124 to \$35,214 annually, depending on qualifications and experience. Travel reimbursement provided.

MENTAL HEALTH CLINICIAN (P#1231) – M.C. - FAMILY COUNSELING ASSOCIATES, NACOGDOCHES, TEXAS

GENERAL DESCRIPTION: This position provides mental health skills and support services to children, adolescents, and their families as well as potentially work with adults that reside in Nacogdoches, Shelby and San Augustine counties. This worker will perform case management, skills training, and other services according to the consumer's approved and prescribed treatment plan. This position also provides services in accordance with agency and Medicaid standards and requirements. Duties also include conducting emergency assessments as warranted. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must. Traveling within the three-county region is required.

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

Preferred: LBSW

SPECIAL REQUESTS OR COMMENTS:

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

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

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

SALARY: \$32,124 - \$35,214 annually, depending on experience. Travel reimbursement provided.

**MENTAL HEALTH CLINICIAN (P#811) – M.C. - FAMILY COUNSELING ASSOCIATES,
NACOGDOCHES, TEXAS**

GENERAL DESCRIPTION: This position provides mental health skills and support services to children, adolescents, and their families as well as potentially work with adults that reside in Nacogdoches, Shelby and San Augustine counties. This worker will perform case management, skills training, and other services according to the consumer's approved and prescribed treatment plan. This position also provides services in accordance with agency and Medicaid standards and requirements. Duties also include conducting emergency assessments as warranted and intake assessments. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must. Traveling within the three-county region is required.

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

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 the Center's insurance administrator. Must have reliable personal vehicle and travel routinely with the service area.

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

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

SALARY: \$32,124 - \$35,214 annually, depending on qualifications and experience.

SERVICE COORDINATOR (P #1555) – L.V. – ESSENTIAL SERVICES, JASPER/LIVINGSTON, TEXAS.

GENERAL DESCRIPTION: The Service Coordinator will be responsible for working with individuals with intellectual and/or developmental disabilities residing in nursing facilities. The Service Coordinator is responsible for convening and facilitating the individual's service planning team; facilitating the development of the individual's service plan, facilitating revisions to the service plan as needed and facilitating the coordination of services and supports between the individual's service plan and the nursing facility's plan of care. The Service Coordinator is also responsible for completing PASRR Evaluations, interfacing with nursing facility staff and for educating the individual/LAR/families of living options available in the community and in working with the individual who is transitioning to the community, including the development of a Community Living Discharge Plan. Travel is required.

EDUCATION/EXPERIENCE/SKILLS:

Required: High school diploma or equivalent and two years paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program or HCS program OR have been authorized by a local IDD authority to provide service coordination prior to April 1st, 1999.

Preferred: Bachelor's degree from an accredited college or university in a Human Services field with one year experience working with individuals with intellectual and developmental disabilities.

LICENSE/CERTIFICATIONS:

Required: Valid Texas Driver's License.

PHYSICAL REQUIREMENTS: Must have visual and auditory skills sufficient to evaluate and monitor consumer needs, mobility required to bend, reach, lift up to 50 pounds while assisting consumers, completing SAMA course, carry charts and equipment during a work day. Fine motor skills for legible writing and driving of a motor vehicle for business related travel. Hazardous conditions exist due to potentially aggressive consumers.

HOURS: Generally, 8:00am to 5:00pm, Monday-Friday. Hours may vary based on need.

SALARY: \$28,106 - \$34,286 annually, depending on education and experience.

HEALTH INSURANCE LOCAL NAVIGATOR (P #1558) – J.S – CONSUMER BENEFITS, LUFKIN, TEXAS (SPECIAL GRANT)

GENERAL DESCRIPTION: The Local Navigator position will provide local community outreach and education to raise awareness about the marketplace, and will refer consumers to health insurance ombudsmen and consumer assistance programs. Position will assist consumer enrollment in coverage through the marketplace and potentially qualify for an insurance affordability program. Navigators will perform all the required navigator duties and will attend the required 30-hour training, along with other training sessions arranged by the program administrators. This position will be based at the Lufkin or Nacogdoches Offices. It is anticipated that the grant funding for this position will last until September 30th, 2014.

EDUCATION:

Required: Candidate must have high school diploma or its equivalent.

Preferred: Associates or Bachelor's degree from an accredited college or university

EXPERIENCE:

Required: Candidate must have one year of experience working within the health system, a medical setting, Social Security Administration, DHS, working with a Community Assistance Program or as a Community health Worker.

Preference: Bilingual.

SPECIAL REQUESTS OR COMMENTS:

Required: Candidate must have valid driver's license and insurance, and must have reliable transportation (business travel reimbursed by miles driven).

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

HOURS: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday with flexibility to work after regular hours community events.

SALARY: \$27,000 annually.

MENTAL HEALTH SPECIALIST-DAY SHIFT (P # 1437) – DV – MENTAL HEALTH EMERGENCY CENTER

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

EDUCATION:

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

EXPERIENCE:

Preferred: Experience working with adults with mental illness.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

SALARY: \$22,788 to \$23,472 annually, depending on qualifications and experience.

INSURANCE CLERK II (P #1557) – D.B. – BUSINESS SERVICES BILLING DEPARTMENT, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Insurance Clerk position will be responsible for all insurance billings and entry of all adjustments and payments. This position requires an inherent knowledge of medical insurance billing related matters and of general accounts receivable. Position requires the ability to perform numerical detail work with speed and accuracy; communicate in a clear, professional and literate manner, and to establish and maintain a good working relationship with patients, staff and third-party payers.

EDUCATION:

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

Preferred: Courses in business and bookkeeping.

EXPERIENCE:

Required: At least three (3) years' experience in medical insurance billing, accounts receivable, balancing A/R to GL, and data entry in an automated system.

Preferred: Five (5) years' experience in medical insurance billing (including Medicare and Medicaid); one (1) or more years' experience in psychiatric insurance billing in automated systems. Experience on "ClaimMD" patient medical software would be a plus.

PHYSICAL REQUIREMENTS: 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: 8:00 a.m. to 5:00 p.m., Monday through Friday, after hours occasionally as required..

SALARY: \$22,000 to \$25,000 annually, depending on qualifications and experience.

ACCOUNTING CLERK III (P#1072) - C.E. - BUSINESS SERVICES, LUFKIN, TEXAS

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. Courses in typing and bookkeeping.

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

EXPERIENCE:

Required: At least two years of hands-on experience in automated system for accounts receivable and general ledger, data entry, and 10 key-by-touch.

Preferred: At least two years hands-on advanced experience in Excel.

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

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

SALARY: \$22,000 to \$25,000, depending on qualifications and experience.

SUPPORT STAFF I (P #1554) - N.S. – ANGELINA MENTAL HEALTH CLINIC, LUFKIN & JASPER, TEXAS

GENERAL DESCRIPTION: This position is responsible for, but not limited to, scanning documents into electronic charts, assisting clinical staff, providing back up to records clerk in completing record requests and preparing charts for appointments, as well as other miscellaneous duties including phone and reception duties. Travel between clinics will be required. Must have good organizational skills

EDUCATION:

Required: Graduation from an accredited high school or its equivalent

EXPERIENCE:

Required: Minimum of one year office experience and/or experience working in a medical or mental health-related setting.

PHYSICAL REQUIREMENTS: Must have visual and auditory skills to type efficiently, and utilize computer and calculator. Must be able to sit for extended periods of time throughout the workday. Sight, hearing, verbal/communication skills, lifting up to 50 pounds, walking, driving vehicle, legible handwriting and hand/finger dexterity are all needed skills.

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

SALARY: \$19,800 annually.

RESIDENTIAL ASSISTANT (P #486) - C.B. - CUNNINGHAM GROUP HOME, LUFKIN, TEXAS

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

EDUCATION:

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

EXPERIENCE:

Required: Six (6) months' responsible experience working with individuals in a direct service roll OR has completed the Burke Center's Caregiver Training Program.

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

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 Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by the Burke Center's insurance administrator. Must have ability to keep detailed records.

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

HOURS: Sunday, Monday and Tuesday one month and Monday, Tuesday and Wednesday the following month. 6:00pm to 7:00am two days and 6:00pm to 7:00am one day. Days off rotate every month and may vary depending on need. Additional hours required for staff and consumer meetings.

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

RESIDENTIAL ASSISTANT (P #488) – C.B. - CUNNINGHAM GROUP HOME, LUFKIN, TEXAS

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

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

Preferred: One (1) continuous year of responsible experience working 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 Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by the Burke Center's insurance administrator. Must have ability to keep detailed records.

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

HOURS: Wednesday, Thursday, & Friday; and Thursday, Friday and Saturday alternating months. 6:00pm to 7:30am two days and 7:00am the third day.

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

RESIDENTIAL ASSISTANT (P #565) - C.B. - DIBOLL GROUP HOME, DIBOLL, TEXAS

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

EDUCATION:

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

EXPERIENCE:

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

Preferred: Two (2) continuous years of responsible experience working with individuals with intellectual and 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 the Center's insurance administrator.

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

HOURS: Sunday, Monday, and Tuesday one month and Monday, Tuesday, and Wednesday the following month. 7:00 p.m. to 8:30 a.m. two days and 7:00 p.m. to 8:00 a.m. one day. Days off rotate every month and may vary depending on need. Additional hours required for staff and consumer meetings.

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

RESIDENTIAL ASSISTANT (P #488) – C.B. - CUNNINGHAM GROUP HOME, LUFKIN, TEXAS

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

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

Preferred: One (1) continuous year of responsible experience working 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 Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by the Burke Center's insurance administrator. Must have ability to keep detailed records.

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

HOURS: Wednesday, Thursday, & Friday; and Thursday, Friday and Saturday alternating months. 6:00pm to 7:30am two days and 7:00am the third day.

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

RESIDENTIAL ASSISTANT (P #569) – C.H. –WEST BAY GROUP HOME, JASPER, TEXAS

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:

Preferred: Six (6) months experience working with individuals with intellectual and 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, Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by the Burke Center's insurance administrator. Must have ability to keep detailed records.

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

HOURS: Wednesday, Thursday, and Friday, Thursday, Friday, and Saturday 7:00 p.m. to 8:30 a.m. two days, 7:00 p.m. to 8:00 a.m. last day. Days off rotate every other month. Additional hours required for staff and consumer meetings/trainings.

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

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

SPECIAL REQUESTS OR COMMENTS:

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

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

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

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Texas Licensed Vocational Nurse.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: PRN days or evenings.

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

AFTER HOURS ASSESSOR (P #2265) - G.C. - ALL COUNTIES SERVED BY BURKE CENTER

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

EDUCATION:

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

EXPERIENCE:

Preferred: Six (6) months continuous full-time direct care experience in an adult mental health setting, inclusive of some mental health crisis evaluation and intervention.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license

Preferred: LSW, or higher.

SPECIAL REQUEST OR COMMENTS:

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

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

HOURS: Between the hours of 5 pm and 8am Monday through Friday, continuous through the weekend and on Holidays.

SALARY: Paid per assessment. No travel reimbursement.

NDI VOCATIONAL SPECIALIST (P #5335) - B.M. – ANGELINA COUNTY NEW DIRECTIONS INDUSTRIES (NDI), LUFKIN, TEXAS

GENERAL DESCRIPTION: Responsible for helping with the overall daily management of the NDI janitorial contract needs. Responsible for workers welfare and safety and completes all janitorial contracts as assigned and in a timely manner. Work with professional and para-professional staff. Daily documentation. Maintain safe work environment for all workers.

EDUCATION:

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

EXPERIENCE:

Preferred: Supervisory experience in janitorial work.

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 (Satori Alternative to Managing Aggression), CPR, first aide, defensive driving, van driving, and other training modules. Must have a driving record insurable by the Burke Center'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 50 pounds, prolonged standing, bending and/or kneeling, driving a vehicle, hand/finger dexterity.

HOURS: Monday-Friday, 3:30pm – 10:00pm. Hours may vary to meet contract requirements.

SALARY: Negotiable, depending on qualifications and experience.

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

SALARY: \$8.00 per hour, depending on qualifications and experience.

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATION:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Varied as needed.

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Hours vary as needed.

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Varied as needed.

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

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

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

EDUCATION:

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

EXPERIENCE:

Preferred: Experience working with adults with developmental disabilities.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Varied as needed.

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

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