

# Burke Center

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## 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.

**MENTAL HEALTH CRISIS PROGRAM DIRECTOR (P #1539) – J.S. – MENTAL HEALTH SERVICES, LUFKIN. THIS POSITION IS PENDING BOARD APPROVAL.**

**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.

**NDI SERVICES COORDINATOR (P # 1547) – B.R. – NEW DIRECTIONS INDUSTRIES – SAN AUGUSTINE, TEXAS. THIS POSITION IS PENDING BOARD APPROVAL**

**GENERAL DISCRIPTION:** This position is responsible for monitoring and evaluation of both Day Habilitation and NDI services. This position shall also analyze and monitor key Day Habilitation performance measures and training curriculums, as well as, NDI contract performance standards, and have lead responsibility in the implementation of all contract performance measures developed and prescribed by the Program Director. This position should have a good understanding of the LIDS (**Litter Input Data System**) system of measurement for the TXDOT litter contracts. This position will be required to be a liaison between the NDI Managers and the Program Director. This position should also have a thorough understanding of the State Use laws and Department of Labor standards. This position requires strong leadership skills, excellent communication and interpersonal skills and be highly motivated.

**EDUCATION:**

**Required:** Bachelor's degree in Business, Social Work, Psychology, Rehabilitation, or other related field.

**EXPERIENCE:**

**Required:** Five (5) year's experience working with and developing a complete and thorough understanding of the State Use Laws, Department of Labor Standards, and the LID'S system of measurement for the TXDOT litter contracts. Five (5) year's experience in Contract and Budget management and working with individuals in a vocational setting.

**Preferred:** Eight (8) year's experience contracts and budget management and working with individuals in a vocational setting.

**LICENSES/CERTIFICATIONS :**

**Required:** Valid Texas driver's license.

**SPECIAL REQUESTS OR COMMENTS:**

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

**PHYSICAL REQUIREMENTS:** Position requires various activities involving visual, auditory, and motor skills to communicate. Must attend meetings, trainings; mobility required to bench, reach, lift (up to 50 lbs) while assisting consumers; completing Satori Alternatives to Managing Aggression (SAMA) course and carrying and operating equipment during the day.

**HOURS:** Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. Some after-hours work may be required. Travel between the 12 county program area will be required.

**SALARY:** Negotiable depending on experience and qualifications.

**MCOT - MENTAL HEALTH CLINICIAN (P #1365) – T.J. – MOBILE CRISIS OUTREACH TEAM (MCOT) - LUFKIN, TEXAS**

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

**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:** LSW.

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** Either four (4) 10-hour shifts a week (8:00 a.m. to 7:00 p.m.) or five (5) 8-hour shifts a week (8:00 a.m. to 5 p.m.), with flexibility a must. Requires a weekend rotation that's generally every eighth or ninth weekend to complete a forty (40) hour week.

**SALARY:** \$33,196 to \$35,596 annually, depending on qualifications and experience. Travel reimbursement provided.

**MENTAL HEALTH CLINICIAN (P #1225) – M.L. – BURKE CENTER, CROCKETT, TX**

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

**EDUCATION:**

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

**EXPERIENCE:**

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

**LICENSES/CERTIFICATIONS:**

**Required:** Valid Texas driver's license.

**Preferred:** LBSW.

**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:** \$33,978 to \$36,450 annually, depending on qualifications and experience. Travel reimbursement provided.

**MCOT - MENTAL HEALTH CLINICIAN (P #1545) – A.H. – EMERGENCY SERVICES, JASPER, TEXAS**

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

**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:** LSW.

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** Either four (4) 10-hour shifts a week (8:00 a.m. to 7:00 p.m.) or five (5) 8-hour shifts a week (8:00 a.m. to 5 p.m.), with flexibility a must. Requires a weekend rotation that's generally every eighth or ninth weekend to complete a forty (40) hour week.

**SALARY:** \$33,196 to \$35,596 annually, depending on qualifications and experience. Travel reimbursement provided.

**MENTAL HEALTH CLINICIAN (P #1444) – M.T. – FAMILY COUNSELING ASSOCIATES,  
NACOGDOCHES, TEXAS**

**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 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 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.

**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. 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 - \$34,596 annually, depending on qualifications and experience. Travel reimbursement provided.



**SERVICE COORDINATOR (P #1548 ) – L.V. – ESSENTIAL SERVICES, NACOGDOCHES, 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:**

**Required:** High school diploma or equivalent.

**Preferred:** Bachelor's degree from an accredited college or university in a Human Services field.

**EXPERIENCE:**

**Required:** 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 1<sup>st</sup>, 1999.

**Preferred:** 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:** \$26,252 to \$32,432 annually, depending on education and experience.

**MENTAL HEALTH SPECIALIST-NIGHT SHIFT (P # 1413 ) – K.B. – CRISIS RESIDENTIAL PROGRAM**

**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. These programs are currently located in Lufkin. Performs under the direct supervision of the charge nurse and general supervision of the Psychiatric Nurse Manager.

**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 (7:00pm – 7:00am) with a total of 7 shifts every 14 days. Will be required to work weekend and holiday shifts on a rotating basis.

**SALARY:** \$23,657 - \$24,831 annually, depending on qualifications and experience.

**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:** Wednesday, Thursday and Friday one month and Thursday, Friday and Saturday 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 #563) - C.B. - DIBOLL GROUP HOME, 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:**

**Required:** Must have six (6) months experience working with individuals in a direct care role OR has completed the Burke Center's Caregiver Training Program.

**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 have a driving record insurable by the 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:** Sundays, Mondays, & Tuesdays one month and Mondays, Tuesdays, & Wednesdays the following month. 6:00 a.m. to 7:30 p.m. two days & 6:00 a.m. to 7:00 p.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.

**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.

**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.

**MENTAL HEALTH SPECIALIST- HOURLY (P # 5279 ) – K.B. – 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 R.N. Crisis 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:** Variable. Staff in this position will be called in on an as needed basis to cover unit staffing needs.

**SALARY:** Hourly rate starting at \$10.00 per hour depending on shift worked, qualifications and experience.

**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.

**SUPPORT STAFF ( P #5642)- C.T.- POLK MHC, LIVINGSTON/WOODVILLE, TEXAS**

**GENERAL DESCRIPTION:** The Support Staff position is based in Livingston and Woodville, Texas at the Livingston and Woodville Mental Health outpatient facilities. This individual is responsible for receptionist/clerical duties of the Livingston and Woodville Outpatient Mental Health Clinics: answering multiline telephone, greeting and presenting clients for appointments, filing, scanning, faxing, accepting and processing and tracing client fees and PAP apps, data entry, ordering supplies, maintaining schedules and records. Will require regular travel between Livingston and Woodville clinics.

**EDUCATION:**

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

**EXPERIENCE:**

**Required:** 12 months full-time clerical and computer operation experience.

Proficient in Microsoft Word .

**Preferred:** 2 years full-time receptionist experience. Experience with Microsoft Excel.

**LICENSES/CERTIFICATIONS:**

**Required:** Must be physically able to complete SAMA, CPR, First Aid, and Defensive Driving, as well as Essential Learning Training Modules.

Must have a driving record insurable by the Center's insurance administrator. Must have the ability to handle multiple responsibilities.

**PHYSICAL REQUIREMENTS:** Must use visual and motor skills to type efficiently, utilize computer and calculator, and sit for long periods of time. Must be able to 25 pounds and must have legible handwriting.

**HOURS:** May vary (24 to 32). Monday through Friday.

**PAY:** \$8.50 to \$9.50 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 #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.