**Job Title**  
Multiple Open Positions

**Employer/ Agency**  
Burke

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

Acceptable proof of employment authorization includes:
1. United State Passport with photograph
2. Certificate of Naturalization
4. Resident Alien Card
5. Social Security Card
6. Driver’s license with photograph
7. Other identification document with photograph

Acceptable proof of employment authorization includes:

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

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

**Qualifications**  
Dependent on Position

**Salary/Hours**  
Dependent on Position

**Employer/Agency**  
Burke

**Address**  
2001 South Medford Dr.

**City, State, Zip**  
Lufkin, TX 75901

**Telephone Number**  
(936) 639-1141 office

**Fax Number**  
(936) 634-8601

**Application Method**  
To read more on how to apply: https://myburke.e3applicants.com/

**Opening Date**  
Immediate
NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.
Burke Job Posting / Job Description

Position Title
Telemedicine Psychiatric Provider – P.D. – East Texas Behavioral Healthcare Network/ETBHN
Lufkin, TX

Position Number
P #1499

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

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

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

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

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

Salary
Negotiable, depending on certification/license
Burke Job Posting / Job Description

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

Position Number
P #1608

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

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

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

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

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

Salary
Negotiable, depending on certification/license
Burke Job Posting / Job Description

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

Position Number
P #1609

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

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

Licenses/Certifications
Required: Licensed in the State of Texas as a Physician
Preferred: Current unrestricted Texas license to practice medicine; Board Certification in General Psychiatry; Board eligibility in Child & Adolescent Psychiatry. Board Certification in Child & Adolescent Psychiatry

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

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

Salary
Negotiable, depending on certification/license
Position Title
Psychological Associate – L.V. – Developmental Disabilities - Lufkin, TX

Position Number
P #291

General Description
The psychological associate will be responsible for completing all standardized testing and validating/endorsing previous test results of external sources to determine an individual’s eligibility for Intellectual and Developmental Services. Upon completion of the test, the psychological associate will be responsible for notifying the individual of their findings and for the referral to appropriate services. The psychological associate will also be responsible for assisting in completing screenings, the initial discussion of services; and annual Interest List contacts of persons waiting for Home Community-based services. This position will also be responsible for completing assessments needed for court order placement and testing at court hearings.

Education
Required: Master’s degree in Psychology or related field.

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

Licenses/Certifications
Required: Licensed as a Psychological Associate (PA) by the State of Texas or eligible for licensing.
Required: Valid Texas driver’s license.
Preferred: DADS DMR Certification.

Special Requests or Comments
Required: CPR, First Aid, SAMA, and Defensive Driving training modules must be completed. Must have a driving record insurable by Burke’s insurance administrator.

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

Hours
Monday - Friday; 8:00 am - 5:00 pm, possibly some after hours.

Salary
Negotiable, depending on qualifications and experience.

11/15/2019
Burke Job Posting / Job Description

Position Title
Data Analyst – T.R. – Informatics Department – Provider Administration
Lufkin/Nacogdoches, TX

Position Number
P #1096

General Description
The Data Analyst will provide support to all agency programs. This position will be actively involved in reporting from and support of the current Electronic Health Record (EHR) as well as involvement in the implementation of Burke’s new EHR. Primary roles include: Development of dashboards, reports and analysis. Managing and designing the reporting environment, including data sources, security and metadata. Supporting the informatics team in identifying and revising reporting requirements. Supporting initiatives for data integrity and normalization. Assessing, testing, and implementing new and/or upgraded software and assisting with strategic decisions on new systems and/or system updates. Evaluating changes and updates to source production systems. Generating reports from multiple systems. Troubleshooting the reporting database environment and reports. Training end users on EHR operation, new reports, and dashboards. Other duties as assigned.

Education
Required: Bachelor’s degree from an accredited college or university.
Preferred: Classroom training/coursework in Microsoft Power BI or other dashboard software.

Experience
Required: Experience and demonstrates proficiency in Microsoft Power BI/Tableau or other dashboard software.
Required: Proficient with Microsoft Excel.
Required: Strong analytical skills with the proven ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
Preferred: Proven abilities to take initiative and be innovative.
Preferred: Experience with SQL or other database query language.

Licenses/Certifications
Required: Valid Texas driver’s license.

Special Requests or Comments
Required: Must have a driving record insurable by Burke’s insurance administrator.

Physical Requirements
Required: Sight, hearing, talking, lifting up to 25 pounds, prolonged standing, walking, driving a vehicle, and hand/finger dexterity.
**Hours**
Monday - Friday; generally, 8:00 a.m. to 5:00 p.m.
However, this position may require occasional after-hours work to complete job responsibilities.

**Salary**
Negotiable, depending on qualifications and experience.
Travel reimbursement is provided.
Burke Job Posting / Job Description

Position Title
Mental Health Clinician (Team Lead) – D.J. – Angelina Mental Health Clinic - Lufkin, TX
“INTERNAL ONLY”

Position Number
P #66

General Description
The Adult Clinic’s Team Lead will carry a caseload and other duties associated with a clinical supervisor. The duties include clinical supervision of staff; conducting multi-disciplinary staff meetings; assisting with program tracking and oversight of aftercare clients returning to the clinics, providing face to face aftercare services, and providing related clinical administrative reporting and tracking duties. Duties include, but are not limited to, completing plan of care oversights, servicing outside contracts as needed, conducting training sessions, providing backup emergency assessment services, interviewing staff for vacant positions, and other duties as assigned. Traveling in a six (6) county region may be required. This position reports to the Clinical Coordinator.

Education
Required: Bachelor’s degree in Social Work with licensure from an accredited college or university that meets QMHP requirements.
Preferred: Master’s degree in Psychology, Social Work, Marriage & Family Therapy or Counseling from an accredited college or university.

Experience
Required: At least one (1) year of full-time direct care experience in a community mental health setting.
Preferred: At least three (3) years of full-time direct care experience in a community mental health setting.

Licenses/Certifications
Required: LBSW if meeting minimal education requirements.
Preferred: Licensed Professional Counselor (LPC-I or LPC) or Licensed Marriage and Family Therapist (LMFT) or Licensed Clinical Social Worker (LCSW), with the State of Texas.

Hours
Monday – Friday; Generally, 8:00 a.m. – 5:00 p.m.
After hours’ work may be required to meet consumer and program needs.

Salary
Dependent on qualifications and experience.
Position Title
Clinical Coordinator – L.G. – Angelina Mental Health Clinic - Lufkin, TX
“INTERNAL ONLY”

Position Number
P #223

General Description
The Coordinated Specialty Care program is a specific team based program designed to provide early intervention services for individuals with first episode psychosis between the ages of 15 to 30. This position provides clinical supervision to the team as well as direct clinical services, predominantly advanced individual and group therapy services to individuals in this program. Duties include supervision of the CSC treatment team, conducting training sessions, required to provide therapy to the CSC caseload and reviewing/analyzing clinical reports. Duties may include completing diagnostic evaluations and comprehensive treatment plans; providing and facilitating emergency and mental health assessments; monitoring the clinical admission and discharge criteria; authorizing and maintaining intervention/case management services; and assisting the CSC Team in clinical service delivery. Performs under the supervision of the Mental Health Service Director. This position will require travel to remote areas.

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

Experience
Required: At least one (1) year of full-time direct care experience working with adults or families, children, or adolescents in a community mental health/medical setting.
Preferred: At least one (1) year supervising direct care clinicians. This can be experience acquired as either a formal Supervisor or in the role of a Team Lead position.

Licenses/Certifications
Required: Licensure as one of the following: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT) or Licensed Clinical Social Worker (LCSW), with the State of Texas.
Required: Valid Texas driver’s license.

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

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

Hours
Monday – Friday; generally, 8:00 a.m. to 5:00 p.m.
After hours as necessary.

Salary
$55,000 annually

11/15/2019
Burke Job Posting / Job Description

Position Title
Therapist (Probation & Parole) – S.S. – Angelina Mental Health Clinic – Lufkin, TX

Position Number
P #1105

General Description
The Continuity of Care (COC) Therapist will be responsible for providing diagnostics and intake assessments for individuals on probation or parole for the twelve (12) county area. This includes determining if presenting criteria qualify the individual for admission to Center services and/or require referral to community providers. Additional responsibilities include: Perform emergency mental health assessments to determine if presenting individuals require crisis resolution or admission to inpatient hospitalization; Coordinate scheduling, dispatch, triage and appropriate disposition of assessments and interventions. This individual will work according to established contract guidelines and standards including adherence to Medicaid and Accreditation standards. This position will travel to the outline counties. The COC Therapist reports directly to the TCCOOMI Service Director.

Education
Required: Master's degree in Social Work, Psychology, Marriage and Family Therapy or counseling form 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.
Required: Valid Texas driver’s license.

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 are 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 Burke’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
$55,000 annually.

11/15/2019
Burke Job Posting / Job Description

Position Title
Crisis Therapist – M.S. – Mental Health Emergency Center - Lufkin, TX

Position Number
P #803

General Description
The Crisis Therapist will provide direct care rehabilitative and therapy services to adults at the Mental Health Emergency Center, including clients in the Detox program, as part of a multidisciplinary treatment team. These programs operate 24 hours a day, 7 days a week. Duties will include, but may not be limited to the following: working with stakeholders making referrals to the program; conducting mental health and admission assessments; providing group and individual therapy/rehabilitative services; developing treatment plans; Conducting groups and ensuring that clients in these programs receive active treatment defined in a treatment plan. Additional duties may also include making assignments for paraprofessional staff. Will provide direction to clinical staff for recovery needs. Will perform services according to an individual’s approved and prescribed treatment plan and in accordance with Burke and Medicaid standards and requirements. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Performs under the direction of the MHEC Service Director.

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

Experience
Required: At least one (1) year of full-time direct care experience working with adults with mental illness. Preferred: Experience providing mental health crisis/emergency services in an inpatient or residential setting.

Licenses/Certifications
Required: Licensed Professional Counselor Intern (LPC-I), Licensed Marriage and Family Therapist Associate (LMFTA) or Licensed Master Social Worker currently working towards their LCSW, with the State of Texas. Individuals waiting to apply for licensure based on acquiring supervision will also be considered. Required: Valid Texas driver’s license. Preferred: 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 Burke’s insurance administrator.
Physical Requirements
Required: Sight, hearing, talking, lifting up to 50 pounds, prolonged standing, walking, driving a vehicle, and hand/finger dexterity.

Hours
Monday – Friday; 7:30 am – 4:30 pm or 9:00 am - 6:00 pm. Occasional weekends as needed.

Salary
$52,500 annually.
Position Title
Crisis Therapist – M.S. – Mental Health Emergency Center - Lufkin, TX

Position Number
P #1153

General Description
The Crisis Therapist will provide direct care rehabilitative and therapy services to adults at the Mental Health Emergency Center, including clients in the Detox program, as part of a multidisciplinary treatment team. These programs operate 24 hours a day, 7 days a week. Duties will include, but may not be limited to the following: working with stakeholders making referrals to the program; conducting mental health and admission assessments; providing group and individual therapy/rehabilitative services; developing treatment plans; and ensuring that clients in these programs receive active treatment defined in a treatment plan. Additional duties may also include making assignments for paraprofessional staff. Will perform services according to an individual’s approved and prescribed treatment plan and in accordance with Burke and Medicaid standards and requirements. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Performs under the direction of the MHEC Service Director.

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

Experience
Required: At least one (1) year of full-time direct care experience working with adults with mental illness.
Preferred: Experience providing mental health crisis/emergency services in an inpatient or residential setting.

Licenses/Certifications
Required: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT) or Licensed Clinical Social Worker (LCSW), with the State of Texas.
Required: Valid Texas driver’s license.

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

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

Hours
Shifts are 7am to 7pm; 7 shifts to be worked every 14 days for a total of 80 hours worked over each 2-week pay period. Will be required to work every other weekend, and some holiday shifts on a rotating basis.

Salary
$52,500 annually.
Burke Job Posting / Job Description

Position Title
Licensed Vocational Nurse – M.C. – Nacogdoches Mental Health Clinic – Nacogdoches, TX

Position Number
P #102

General Description
The Licensed Vocational Nurse is responsible for providing nursing services to clients at Nacogdoches Mental Health Clinic. This position may occasionally provide nursing services to children and adolescents at Nacogdoches Family Counseling Associates. Duties include: giving injections, completing nursing assessments, completing medication consents, overseeing the indigent medication program, completing refill prescription, and answering patient phone questions. Other responsibilities include inventory of medications, patient education, documentation, coordinating drug representative visits, and other duties as assigned.

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

Experience
Required: Six (6) months of experience working with consumers in a medical setting.
Preferred: Experience working with consumers in a mental health setting.

Licenses/Certifications
Required: Texas licensed Vocational Nurse
Required: Valid Texas driver’s license

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

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

Hours
Monday – Friday; generally, 8:00 am – 5:00 pm.

Salary
$38,000 annually
Burke Job Posting / Job Description

Position Title
Mental Health Intervention Specialist – S.S. – Newton County Probation

Position Number
P #1118

General Description
This position will be responsible for the coordination of mental health care and intervention services for offenders who are under the supervision of the Newton County probation department. This mental health professional will work with probation officers serving this same population. The goal for this population will be to provide intensive services to meet their mental health needs and increase their ability to function within the community setting. Duties will include screening, assessing, treatment and, along with the probation staff, participating in team meetings to determine appropriate resources. This position will be responsible to maintain a database to provide monthly reporting on caseloads. This position reports to the TCOOMMI Service Director.

Education
Required: Bachelor’s degree in Social Work, Psychology, or other Human Services Field from an accredited college or university.
Preferred: Master’s degree in Social Work, Psychology, Counseling or Marriage and Family Therapy from an accredited college or university.

Experience
Preferred: Six (6) months' experience in a Human Services, Education or Behavioral Healthcare setting, working with an adolescent population.
Preferred: Six (6) months' experience in a Juvenile or Criminal Justice Setting.

Licenses/Certifications
Required: Valid Texas Driver’s License
Preferred: LCSW, LPC or LMFT

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. Applicant must have a driving record insurable by Burke's insurance administrator.

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

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

Salary
$34,724 to $39,688 annually, depending on qualifications, experience, and licensure
Travel reimbursement is provided.

11/15/2019
Burke Job Posting / Job Description

Position Title
Mental Health Intervention Specialist – J.D. – Polk Mental Health Clinic - Livingston, TX

“INTERNAL ONLY”

Position Number
P #804

General Description
This position will be responsible for the coordination of mental health care and intervention services for 12-15 juvenile offenders who are under the supervision of either the Tyler or Polk County juvenile probation departments. This mental health professional will work closely with juvenile probation officers serving this same population and for both Juvenile Probation Departments. The goal will be to work closely with this population to provide intensive services to meet their mental health needs and increase their ability to function within the community setting. Duties will include screening, assessing, treatment and, along with the probation staff, participating in team meetings to determine appropriate resources. Will maintain a database to provide monthly reporting on caseload. Performs duties under the supervision of the unit Clinical Coordinator.

Education
Required: Bachelor’s degree in Social Work, Psychology, or other Human Services Field from an accredited college or university.
Required: Valid Texas driver’s license.
Preferred: Master’s degree in Social Work, Psychology, Counseling or Marriage and Family Therapy 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.
Preferred: Six (6) months' experience in a Juvenile or Criminal Justice Setting.

Licenses/Certifications
Required: Valid Texas driver’s license.
Preferred: LCSW, LPC, or LMFT.

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 Burke’s insurance administrator. Reliable transportation required.

Physical Requirements
Required: Sight, hearing, talking, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity.
**Hours**
Monday – Friday; Generally, 8:00 a.m. - 5:00 p.m.
This position also requires the provision of service/care after-hours or on weekends when necessary.

**Salary**
$34,724 to $35,960 annually if unlicensed, depending on qualifications and experience. $50,000 annually fully licensed; $40,000 annually if working towards licensure.
Travel reimbursement provided.
Burke Job Posting / Job Description

Position Title
Mental Health Intervention Specialist – S.S. – Jasper/Tyler County Probation

Position Number
P #1117

General Description
This position will be responsible for the coordination of mental health care and intervention services for offenders who are under the supervision of the Jasper/Tyler County probation department. The mental health professional will work with probation officers serving this same population. The goal for this population will be to provide intensive services to meet their mental health needs and increase their ability to function within the community setting. Duties will include screening, assessing, treatment and, along with the probation staff, participating in team meetings to determine appropriate resources. This position will be responsible to maintain a database to provide monthly reporting on caseloads. This position reports to the TCOOMMI Service Director.

Education
Required: Bachelor’s degree in Social Work, Psychology, or other Human Services Field from an accredited college or university.
Preferred: Master’s degree in Social Work, Psychology, Counseling or Marriage and Family Therapy from an accredited college or university.

Experience
Preferred: Six (6) months' experience in a Human Services, Education or Behavioral Healthcare setting, working with an adolescent population
Preferred: Six (6) months' experience in a Juvenile or Criminal Justice Setting

Licenses/Certifications
Required: Valid Texas Driver’s License
Preferred: LCSW, LPC or LMFT

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. Applicant must have a driving record insurable by Burke’s insurance administrator.

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

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

Salary
$34,724 to $39,688 annually, depending on qualifications, experience, and licensure
Travel reimbursement is provided.

11/15/2019
Burke Job Posting / Job Description

Position Title
Mental Health Clinician – J.D. – Polk Mental Health Clinic - Livingston, TX

Position Number
P #186

General Description
The Mental Health Clinician works closely with other team 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. This person will provide specialized services to children, adolescents, adults and their families that reside in Polk, San Jacinto, and Tyler counties. This worker will perform case management, skills training, and other specialized services based on the client’s needs and their prescribed treatment plan in accordance with agency and Medicaid standards and requirements. This position provides specialized services to the clients. 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 adults and/or children and adolescents in a behavioral healthcare or educational setting. Familiarity with DSM-IV diagnostic criteria

Licenses/Certifications
Required: Valid Texas driver’s license.

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

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

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

Salary
$34,724 - $35,960 depending on qualifications and experience. Travel reimbursement is provided.
Position Title
Mental Health Clinician – J.D. – Polk Mental Health Clinic – Livingston, TX

Position Number
P #190

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 recovery plan, and according to Center and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in Polk, San Jacinto, and Tyler Counties. Performs duties under the supervision of the unit Clinical Coordinator. As this position will require some travel to remote areas, reliable transportation is required.

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

Experience
Preferred: Six (6) 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 Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke’s insurance administrator. Must have reliable personal vehicle and travel routinely with the service area.

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

Hours
Monday – Friday, generally; 8:00 a.m. to 5:00 p.m.
However, this position may require occasional after-hours work to complete job responsibilities.

Salary
$34,724 - $35,960 annually, depending on qualifications and experience.
Travel reimbursement provided.

11/15/2019
Burke Job Posting / Job Description

Position Title
Mental Health Clinician – J.D. – Polk Mental Health Clinic – Livingston, TX

Position Number
P #185

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 recovery plan, and according to Center and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in Polk, San Jacinto, and Tyler Counties. Performs duties under the supervision of the unit Clinical Coordinator. As this position will require some travel to remote areas, reliable transportation is required.

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

Experience
Preferred: Six (6) months’ 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 Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke’s insurance administrator. Must have a reliable personal vehicle and travel routinely within the service area.

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

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

Salary
$34,724 - $35,960 annually, depending on qualifications and experience.
Travel reimbursement is provided.

11/15/2019
Burke Job Posting / Job Description

Position Title
Mental Health Clinician – D.J. – Angelina Mental Health Clinic – May be based in Lufkin or Jasper, TX

Position Number
P #69

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 Burke and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in Angelina, Trinity, Jasper, Sabine, Newton and Houston counties. Performs under the supervision of the unit Clinical Coordinator. This position will require travel to remote areas.

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

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

Licenses/Certifications
Required: Valid Texas driver’s license.
Preferred: LBSW.

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

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

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

Salary
$34,724-$35,960 annually, depending on qualifications and experience.

11/15/2019
Burke Job Posting / Job Description

**Position Title**
Mental Health Clinician – C.O. – Nacogdoches Mental Health Clinic – Nacogdoches, TX

**Position Number**
P #49

**General Description**
The Mental Health Clinician will provide direct care rehabilitative services to enrolled individuals 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. 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) 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 Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke’s insurance administrator. Must have a reliable personal vehicle and travel routinely within the service area.

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

**Hours**
Monday - Friday; generally, 8:00 a.m. - 5:00 p.m.
However, this position may require occasional after-hours work to complete job responsibilities.

**Salary**
$32,924 - $34,160 annually; depending on qualifications and experience.
Travel reimbursement provided.
Burke Job Posting / Job Description

**Position Title**
Mental Health Clinician – C.O. – Nacogdoches Mental Health Clinic - Nacogdoches, TX

**Position Number**
P #103

**General Description**
The Mental Health Clinician will provide direct care rehabilitative services to enrolled individuals with chronic mental illness in the community/home setting. Will perform services according to the individual’s approved and prescribed rehabilitation plan, and according to Burke and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in Nacogdoches, San Augustine, and Shelby Counties. The MHC 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

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

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

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

**Salary**
$32,924 to $34,160 annually, depending on qualifications and experience
Burke Job Posting / Job Description

**Position Title**
Mental Health Clinician – D.J. – Angelina Mental Health Clinic – Lufkin, TX

**Position Number**
P #56

**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 Burke and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision could occur to individuals residing in Angelina, Trinity, Jasper, Sabine, Newton, and Houston counties. Performs under the supervision of the unit Clinical Coordinator. This position will require travel to remote areas.

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

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

**Licenses/Certifications**
Required: Valid Texas driver’s license.
Preferred: LBSW.

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

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

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

**Salary**
$32,924 - $34,160 annually, depending on qualifications and experience.
Burke Job Posting / Job Description

Position Title
Mental Health Clinician – K.B. – Care Coordination Program – May be based in Nacogdoches or Lufkin, TX

Position Number
P# 1125

General Description
The Mental Health Clinician will perform care coordination activities for individual adults, as well as potentially work with children/youth and their families, enrolled in mental health services in the office and community/home settings. Such activities include, but are not limited to tracking referrals, results, and transitions; aiding in hospital discharge planning; following up on missed appointments; and interfacing with community medical providers as well as insurance company representatives. The MHC will also provide direct care rehabilitative services to those enrolled in services in the office, home, and/or community. The MHC will perform services according to the individual’s approved and prescribed recovery plan, and according to Center and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in our 12-County Region as assigned. Performs duties under the supervision of the Care Coordination Clinical Coordinator. As this position will require some travel to remote areas, reliable transportation is required.

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

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

Licenses/Certifications
Required: Valid Texas driver’s license
Preferred: LBSW

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

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

Hours
Monday–Friday; 8am-5pm

Salary
$32,924 - $34,160 annually
Travel reimbursement is provided.
Burke Job Posting / Job Description

Position Title
Mental Health Clinician – K.B. – Care Coordination Program – May be based in Nacogdoches or Lufkin, TX

Position Number
P# 1126

General Description
The Mental Health Clinician will perform care coordination activities for individual adults, as well as potentially work with children/youth and their families, enrolled in mental health services in the office and community/home settings. Such activities include, but are not limited to tracking referrals, results, and transitions; aiding in hospital discharge planning; following up on missed appointments; and interfacing with community medical providers as well as insurance company representatives. The MHC will also provide direct care rehabilitative services to those enrolled in services in the office, home, and/or community. The MHC will perform services according to the individual’s approved and prescribed recovery plan, and according to Center and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in our 12-County Region as assigned. Performs duties under the supervision of the Care Coordination Clinical Coordinator. As this position will require some travel to remote areas, reliable transportation is required.

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

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

Licenses/Certifications
Required: Valid Texas driver’s license
Preferred: LBSW

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

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

Hours
Monday–Friday; 8am-5pm

Salary
$32,924 - $34,160 annually
Travel reimbursement is provided.

11/15/2019
Burke Job Posting / Job Description

Position Title
Mental Health Clinician – K.B. – Care Navigation Program – Polk Mental Health Clinic - Livingston, TX

Position Number
P #1107

General Description
The Mental Health Clinician will provide direct care rehabilitative services to individual adults, as well as potentially work with children/adolescents and their families, enrolled in services with chronic mental illness in the office and community/home settings. The MHC will perform services according to the individual’s approved and prescribed recovery plan, and according to Center and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in Polk, Woodville, Tyler, San Jacinto, and Trinity counties as assigned. Performs duties are under the supervision of the Care Navigation Registered Nurse. As this position will require some travel to remote areas, reliable transportation is required.

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

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

Licenses/Certifications
Required: Valid Texas driver’s license.
Preferred: LBSW.

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

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

Hours
Monday – Friday; 8am - 5pm

Salary
$34,724 - $35,960 annually, depending on qualifications and experience.
Travel reimbursement is provided.

11/15/2019
Position Title
Habilitation Coordinator – L.V. – Developmental Disabilities - Lufkin, TX

Position Number
P #276

General Description
The Habilitation Coordinator is responsible for providing assistance for a person with IDD residing in a nursing facility to access appropriate specialized services necessary to achieve a quality of life and level of community participation acceptable to the person and LAR on the person’s behalf. The Habilitation Coordinator also provides ongoing habilitation coordination, continuing the discovery process and revising the Habilitation Service Plan with the Service Planning Team as assessments become available and as the person’s needs change or are more fully realized.

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

Experience
Required: One-year experience working /volunteering with individuals with IDD; or friend/family member of individual with IDD

Licenses/Certifications
Required: Valid Texas driver’s license

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

Special Request/Comments
Preferred: Excellent typing and organizational skills to meet strict deadlines. Working knowledge of Microsoft Word.

Hours
Monday-Friday; 8:00a.m. – 5:00p.m
After hours’ work may be required to meet consumer and program needs.

Salary
$29,500-$34,300 annually, depending on experience and qualifications
Position Title
Service Coordinator – R.H. – Service Coordination - Lufkin, TX

Position Number
P #290

General Description
The Service Coordinator is responsible for providing on-going direct supports to individuals served in HCS, TxHmL, and General Revenue Programs. This position will be housed in Lufkin, TX. Duties include but are not limited to, completing assessments, documentation, facilitating program planning and development; monitoring of services; linking and referring individuals to appropriate services; and crisis prevention and management. The Service Coordinator will also be expected to develop an understanding of reimbursement practices and program guidelines. This position will as necessary interact with the individual’s family/LAR, team members, and community resources. The Service Coordinator will also be responsible for working with external and internal providers to accomplish Burke mission “Working Together to Improve Lives.” Travel is required to provide monitoring services in the individual’s home, school, and/or day service environment.

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

Preferred: One (1) year of Service Coordination experience

Licenses/Certifications
Required: Valid Texas driver’s license

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

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

Hours
Monday-Friday, 8 a.m. - 5 p.m. After hours’ work may be required to meet consumer and program needs.

Salary
$29,500-$34,300 annually, depending on experience and qualifications

11/15/2019
Burke Job Posting / Job Description

**Position Title**
Family Partner/Peer Specialist – D.J. – Angelina Mental Health Clinic - Lufkin, TX

**Position Number**
P #79

**General Description**
This single position can serve as either a Paraprofessional (meets all required criteria) or Professional (meets all preferred criteria). This position will work predominantly as a Family Partner who is an experienced, trained primary caregiver (parent of an individual with mental illness or serious emotional disturbance). They will work in the children’s clinic as an active member of the Intensive Case Management/Wraparound team to provide peer mentoring and support to the primary caregivers; engaging the family in the treatment process; modeling self-advocacy skills; providing information, referral and non-clinical skills training; maintaining engagement; assisting in the identification of natural/non-traditional and community support systems; and documenting the provision of all family partner services, including both face-to-face and non-face-to-face activities. This position provides Family Partner and/or Peer Support to clients who reside in our six (6) county coverage area, and may require occasional travel to Jasper, Crockett and/or either the Nacogdoches or Livingston clinics. The position is based out of the Angelina Clinic and reports to the Clinical Coordinator.

**Education**
Required: Graduation from an accredited high school or its equivalent
Preferred: Bachelor’s degree in Social Work, Psychology, Rehabilitation or other Human Services discipline that meets QMHP requirements – from an accredited college or university.

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

**Licenses/Certifications**
Required: Valid Texas Driver’s License
Required: Ability to attend training and test to become a Certified Family Partner and/or Peer Provider.

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

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

**Hours**
Monday through Friday, Generally 8am – 5pm

**Salary**
Meeting basic requirements: $22,000 annually; Certified, $24,000 annually
Meeting Preferred: $32,924 to $34,160
Burke Job Posting / Job Description

Position Title
Early Intervention Specialist – J.A. – Early Childhood Intervention – Nacogdoches, TX

Position Number
P #127

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

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

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

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

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

Experience
Preferred: Six (6) months’ work experience with children from birth to three years and/or experience with young children with developmental delays and disabilities.

Licenses/Certification
Required: Valid Texas driver’s license
Special Requests/Comments
Required: CPR, First Aid and Defensive training modules must be completed. Must have a driving record insurable by the Center’s insurance administrator.
Preferred: Good typing skills and a working knowledge of Microsoft Word. Good time management and organizational skills to meet strict deadlines.

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

Hours
Monday – Friday; 8:00 a.m. - 5:00 p.m.
Some afterhours work may be required to meet the needs of the families.

Salary
$30,500 to 37,700 annually, depending on qualifications and experience.
Burke Job Posting / Job Description

Position Title
Early Intervention Specialist – J.A. – Early Childhood Intervention – Lufkin, TX

Position Number
P #1148

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

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

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

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

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

Experience
Preferred: Six (6) months’ work experience with children from birth to three years and/or experience with young children with developmental delays and disabilities.

Licenses/Certification
Required: Valid Texas driver’s license
Special Requests/Comments
Required: CPR, First Aid and Defensive training modules must be completed. Must have a driving record insurable by the Center’s insurance administrator.
Preferred: Good typing skills and a working knowledge of Microsoft Word. Good time management and organizational skills to meet strict deadlines.

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

Hours
Monday – Friday; 8:00 a.m. - 5:00 p.m.
Some afterhours work may be required to meet the needs of the families.

Salary
$30,500 to 37,700 annually, depending on qualifications and experience.
Burke Job Posting / Job Description

Position Title
Early Intervention Specialist – J.A. – Early Childhood Intervention – Lufkin, TX

Position Number
P #1149

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

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

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

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

Experience
Preferred: Six (6) months’ work experience with children from birth to three years and/or experience with young children with developmental delays and disabilities.

Licenses/Certification
Required: Valid Texas driver’s license
Special Requests/Comments
Required: CPR, First Aid and Defensive training modules must be completed. Must have a driving record insurable by the Center’s insurance administrator.
Preferred: Good typing skills and a working knowledge of Microsoft Word. Good time management and organizational skills to meet strict deadlines.

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

Hours
Monday – Friday; 8:00 a.m. - 5:00 p.m.
Some afterhours work may be required to meet the needs of the families.

Salary
$30,500 to 37,700 annually, depending on qualifications and experience.
Burke Job Posting / Job Description

**Position Title**
Mental Health Specialist/Night Shift – L.P. - Mental Health Emergency Center - Lufkin, TX

**Position Number**
P #1141

**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 at the Mental Health Emergency Center in Lufkin. 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 locations in the community, when necessary. Will perform services in accordance with the 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 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 Burke’s insurance administrator. Reliable transportation is required.

**Physical Requirements**
Required: 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 at least some weekend and holiday shifts on a rotating basis.

**Salary**
$23,652 annually

11/15/2019
Burke Job Posting / Job Description

**Position Title**
Support Staff/Shipping Clerk – A.J. – East Texas Behavioral Healthcare Network - Lufkin, TX

**Position Number**
P #153

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

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

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

**Licenses/Certifications**
Required: Valid Texas driver’s license.

**Special Requests or Comments**
Required: Must have a driving record insurable by Burke’s insurance administrator.

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

**Hours**
Monday - Friday; 8:00 am-5:00 pm

**Salary**
$19,240 - $21,320 annually
Burke Job Posting / Job Description

**Position Title**
Support Staff – C.T. – Polk Mental Health Clinic - Livingston, TX

**Position Number**
P #193

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

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

**Experience**
Required: Six (6) months clerical experience.
Preferred: One (1) year of responsible clerical experience with excellent receptionist and computer skills. Experience working in a medical and or mental health related setting is preferred.

**Licenses/Certifications**
Required: Valid Texas Driver’s License.

**Special Requests or Comments**
Preferred: Bilingual (English/Spanish)

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

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

**Salary**
$22,000 annually

11/15/2019
Burke Job Posting / Job Description

Position Title
Support Staff – N.T. – Centralized Intake - Lufkin, TX

Position Number
P #253

General Description
This position interacts on a daily basis with the general public, visitors to the center and Burke staff. Responsibilities include answering a multi-line phone, directing calls to various staff, answering requests for services and scheduling appointments for new clients, records maintenance, filing, checking in clients for appointments, and lobby appearance. The Support Staff employee must demonstrate good verbal and written communication skills with superior telephone skills. The position is under the direct supervision of the Service Director.

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

Experience
Required: Two (2) years of clerical experience with excellent receptionist and computer skills. Preferred: At least three (3) years of receptionist/secretary experience. Experience working in a medical and/or mental health related setting.

Licenses/Certifications
Required: Valid Texas driver’s license.

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

Hours
Monday - Friday; 8:00 am - 5:00 pm

Salary
$22,000 annually
Burke Job Posting / Job Description

Position Title
Family Partner – L.R. – Nacogdoches Mental Health Clinic – Nacogdoches, TX

Position Number
P #111

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

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

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

Licenses/Certifications
Required: Valid Texas driver’s License.
Required: Ability to attend training and test to become a Certified Family Partner.

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

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

Hours
Monday - Friday, Generally 8:00 am – 5:00 pm

Salary
If non-certified, $22,000 annually; Certified, $24,000 annually

11/15/2019
Burke Job Posting / Job Description

Position Title
Residential Assistant – C.B. – Nacogdoches Group Home – Nacogdoches, TX

Position Number
P #338

General Description
The Residential Assistant (RA) is responsible for providing guidance and care for individuals with 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
Preferred: Six (6) months of responsible experience working with individuals with developmental disabilities in a direct service role.

Licenses/Certifications
Required: Valid Texas driver’s license.

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

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

Hours
Monday-Friday; 1:00pm-9:00pm. Additional hours are required for staff and consumer meetings.

Salary
$20,800 annually
Burke Job Posting / Job Description

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

Position Number
P #321

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

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

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

Licenses/Certifications
Required: Valid Texas driver’s license.

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

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

Hours
Monday – Thursday; 10:30 pm – 8:30 am

Salary
$20,800 annually
Position Title
Residential Assistant – C.B. – Cunningham Group Home - Lufkin, TX

Position Number
P #373

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 is required.

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

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

Licenses/Certifications
Required: Valid Texas driver’s license.

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

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

Salary
$20,800 annually

Hours
Sunday, Monday, and Tuesday for 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.
Burke Job Posting / Job Description

Position Title
Residential Assistant – B.E. - Cherry ALU – Home and Community Based Service - Lufkin, TX

Position Number
P #720

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

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

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

Licenses/Certifications
Required: Valid Texas driver’s license.

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

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

Hours
(WEEKENDS 40 hrs.; Friday, Saturday, & Sunday)
Friday: 10:30pm-10:30am
Saturday: 7:30pm-10:30am
Sunday: 7:30pm-8:30am

Salary
$20,800 annually

11/15/2019
THE FOLLOWING JOB POSTINGS ARE FOR PART-TIME
HOURLY EMPLOYEE POSITIONS. THESE POSITIONS
ARE ELIGIBLE FOR WORKERS’ COMPENSATION
BENEFITS, UNEMPLOYMENT BENEFITS AND HOURLY
RETIREMENT BENEFITS. THESE POSITIONS ARE NOT
ELIGIBLE FOR MEDICAL/DENTAL/VISION/LIFE/DISABILITY
BENEFITS, PAID HOLIDAYS, VACATION BENEFITS OR
SICK BENEFITS.
Burke Job Posting / Job Description

**Position Title**
Part-Time Speech Language Pathologist – P.P. – Burke ECI Program – Angelina, Polk & Tyler counties

**Position Number**
P #5273

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

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

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

**Licenses/Certifications**
Required: Speech/Language Pathology, licensed by the Texas State Board of Examiners for Speech-Language Pathology and Audiology.
Required: Valid Texas Driver’s license

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

**Hours**
Monday through Friday, hours will vary as needed.

**Salary**
Negotiable, depending on qualifications and experience.

11/15/2019
Burke Job Posting / Job Description

Position Title
Crisis Therapist – M.S. - Mental Health Emergency Center - Lufkin, TX

Position Number
P #806

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

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

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

Licenses/Certifications
Required: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT) or Licensed Clinical Social Worker (LCSW), with the State of Texas.
Required: Valid Texas Driver’s license.

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

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

Hours
As needed within the following time periods: Monday-Sunday; 7:00 a.m. to 7:00 p.m.

Salary
$25 to $29 an hour, depending on qualifications and experience.
Position Title
Part-Time Therapist - T.H. – East Texas Behavioral Healthcare Network - Lufkin, TX

Position Number
P #1152

General Description
The Telehealth Therapist will provide assessments, treatment, planning and counseling for individuals, couples, children, and/or groups experiencing social, emotional, behavioral vocational difficulties.

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

Experience
Preferred: Minimum of two (2) years’ experience with Cognitive Behavioral Therapy (CBT), CBT-SP, and other therapeutic interventions. Experience with the State of Texas Mental Health Community Centers and documenting in an electronic medical record system. Experienced as a Telehealth user.
Preferred: Bilingual-Spanish/English

Licenses/Certifications
Required: Licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LCSW), with the State of Texas.

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

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

Hours
Hours will vary, depending on the program they are assigned to.

Salary
$24 to $26 an hour, depending on qualifications and experience.

11/15/2019
Burke Job Posting / Job Description

Position Title
PRN/Licensed Vocational Nurse – M.H. – Mental Health Emergency Center - Lufkin, TX

Position Number
P #1028

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 of experience working in a mental health setting, or other medical setting.

Licenses/Certifications
Required: Texas Licensed Vocational Nurse
Required: Valid Texas driver’s license

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

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

Hours
Hours will vary based on needs.

Salary
$18 to $21 per hour; depending on qualifications and experience.

11/15/2019
Burke Job Posting / Job Description

**Position Title**
Part-Time Mental Health Specialist – L.P. - Mental Health Emergency Center – Lufkin, TX

**Position Number**
P #531

**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 Burke 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 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 Burke’s insurance administrator. Reliable transportation is required.

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

**Hours**
Hours will vary. Staff in this position will be called in on an as needed basis to cover unit staffing needs.

**Salary**
$12.00 per hour

11/15/2019
Burke Job Posting / Job Description

Position Title
Part-Time Mental Health Specialist – L.P. - Mental Health Emergency Center – Lufkin, TX

Position Number
P #533

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 Burke 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 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 Burke’s insurance administrator. Reliable transportation is required.

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

Hours
Hours will vary. Staff in this position will be called in on an as needed basis to cover unit staffing needs.

Salary
$12.00 per hour

11/15/2019
Burke Job Posting / Job Description

**Position Title**
PART-TIME Support Staff/Medical Support – J.M. – Angelina Mental Health Clinic – Lufkin, TX

**Position Number**
P #660

**General Description**
This position aids in the efficient operation of the outpatient clinic and the expansion of services provided by Burke; interacting with staff, consumers and other agencies. This position will monitor client’s services, coordinating the needs for each individual. Duties include oversight and implementation of the indigent Medication programs, coordinating lab work and tracking, gathering information for prescription refills, faxing prescriptions to numerous pharmacies, cataloging sample medications, maintaining inventory of medical supplies, problem solving, answering phones, filing and other nursing support duties. This position will also aid in some direct care. (taking vital signs)

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

**Experience**
Required: Must have one (1) year of responsible clerical experience.
Preferred: Six (6) months of clerical or direct care experience in a mental healthcare environment and/or a medical setting. Experience with PAP, medication management, and medical terminology.

**License/Certifications**
Required: Valid Texas driver’s license.

**Physical Requirements**
Required: Must have visual and auditory skills sufficient to interact with consumers and staff. Mobility required to bend, reach, lift (up to 25 pounds) for carrying charts, supplies and equipment. Fine motor skills are required for legible writing.

**Hours**
Generally, Monday – Friday; 29 hours per week

**Salary**
$10.00 per hour
Burke Job Posting / Job Description

Position Title
Residential Assistants – Home & Community-Based Services (HCS), Lufkin, TX
WEEKENDS ONLY - (Shadylake & Oscar Berry ALU)

Position Number
P #5041

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

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

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

Licenses/Certifications
Required: Valid Texas driver’s license

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

Hours
(WEEKENDS ONLY)
Saturday: 10:30am - 7:30pm
Sunday: 10:30am – 7:30pm

Salary
$9.00 per hour
Burke Job Posting / Job Description

Position Title
PART-TIME In Home Provider – K.M. – Home & Community Based Services (HCS) – Crockett and Nacogdoches, TX

Position Number
P #5246

General Description
The Part-time In Home Provider is responsible for providing guidance and care for persons with intellectual and/or developmental disabilities in their home. Daily duties include: supervising residents in performing basic self-help skills, home management tasks, and providing active treatment as scheduled. The Part-time In Home Provider is also responsible for ensuring that the home environment is kept safe and clean. Daily documentation may include: activity notes, medication inventory records, and progress reports. Other documentation is required on an as-needed basis.

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

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

Licenses/Certifications
Required: Valid Texas driver's license

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

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

Hours
Monday – Sunday; preferably morning hours

Salary
$8.00 - $9.00 per hour
Burke Job Posting / Job Description

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

Position Number
P #687

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

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

Experience
Required: Must have six (6) months experience working with individuals in a direct care role. Preferred: One (1) year of continuous responsible experience working with individuals with intellectual and disabilities in a direct service role.

Licenses/Certifications
Required: Valid Texas driver's license

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

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

Salary
$8.00-$9.00 per hour
Burke Job Posting / Job Description

Position Title
Residential Assistant – C.B. - Nacogdoches Group Home – Nacogdoches, TX

Position Number
P #527

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

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

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

Licenses/Certifications
Required: Valid Texas driver's license.
Preferred: Valid Texas commercial driver’s license (CDL)

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

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

Hours
Hours will vary as needed.

Salary
$8.00 - $9.00 per hour
Burke Job Posting / Job Description

**Position Title**
Residential Assistant – C.H. – Newton Group Home – Newton, TX

**Position Number**
P #5295

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

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

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

**Licenses/Certification**
Required: Valid Texas driver's license

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

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

**Hours**
Hours will vary as needed.

**Salary**
$8.00 - $9.00 per hour
Burke Job Posting / Job Description

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

Position Number
P #5294

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

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

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

Licenses/Certifications
Required: Valid Texas driver's license

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

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

Hours
Hours will vary as needed.

Salary
$8.00 - $9.00 per hour
Burke Job Posting / Job Description

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

Position Number
P #5296

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

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

Experience
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 Burke’s insurance administrator. Reliable transportation required. Ability to work any shift.

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

Hours
Hours will vary as needed.

Salary
$8.00 - $9.00 per hour
Burke Job Posting / Job Description

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

Position Number
P #686

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

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

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

Licenses/Certifications
Required: Valid Texas driver's license

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

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

Hours
Hours will vary as needed.

Salary
$8.00 - $9.00 per hour