<table>
<thead>
<tr>
<th>Job Title</th>
<th>Multiple Open Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer/ Agency</td>
<td>Burke</td>
</tr>
<tr>
<td>Job Description</td>
<td>Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification. Acceptable proof of employment authorization includes: 1. United State Passport with photograph 2. Certificate of Naturalization 3. U.S. Birth Certificate 4. Resident Alien Card 5. Social Security Card 6. Driver’s license with photograph 7. Other identification document with photograph Only applications submitted with specific numbered position listed will be considered. Physical requirements listed in position will be discussed in detail at time of interview.</td>
</tr>
<tr>
<td>Qualifications</td>
<td>Dependent on Position</td>
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<tr>
<td>Salary/Hours</td>
<td>Dependent on Position</td>
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<tr>
<td>Employer/Agency</td>
<td>Burke</td>
</tr>
<tr>
<td>Address</td>
<td>2001 South Medford Dr.</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Lufkin, TX 75901</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>(936) 639-1141 – office</td>
</tr>
<tr>
<td>Fax Number</td>
<td>(936) 634-8601</td>
</tr>
<tr>
<td>Application Method</td>
<td><a href="https://myburke.e3applicants.com/careers/">link</a> To read more on how to apply: <a href="https://myburke.org/careers/">link</a></td>
</tr>
<tr>
<td>Opening Date</td>
<td>Immediate</td>
</tr>
</tbody>
</table>

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.
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.

01/31/2020
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
Position Title
Adult Psychiatrist, Physician Assistant, or Advanced Practice Registered Nurse – J.S.
Burke Outpatient Mental Health Clinic – Lufkin, TX
(Position is available through Tele-medicine)

Position Number
P #1608

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

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

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

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

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

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

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

Position Number
P #1609

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

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

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

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

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

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

Position Title
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.

01/31/2020
Burke Job Posting / Job Description

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

**Position Number**
P #1187

**General Description**
The Crisis Mental Health Clinician will provide direct care rehabilitative services to adults at the Mental Health Emergency Center that operates 24 hours a day, 7 days a week. Duties will include, but may not be limited to the following: conducting mental health and admission assessments; providing group and individual rehabilitative services; handling referral calls; discharge planning, including making arrangements for client transfers to psychiatric hospitals; and providing safety monitoring for clients admitted to these programs. 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: Bachelor’s degree in Social Work, Psychology, Rehabilitation or other Human Services discipline that meets QMHP requirements, from an accredited college or university.
 Preferred: BSW

**Experience**
Preferred: Six (6) month’s full-time direct care experience working with adults in a behavioral healthcare or mental health setting.

**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. 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**
This position works 12-hour shifts: 7am – 7pm. Will work 7 shifts (80 working hours) every 14 days. Will be required to work every other weekend and some holiday shifts on a rotating basis.

**Salary**
$33,996 - $36,468 annually; depending on qualifications and experience.
Travel reimbursement is provided.

01/31/2020
Burke Job Posting / Job Description

**Position Title**
Mental Health Clinician – D.R. – Angelina Mental Health Clinic - Lufkin, TX
“INTERNAL ONLY”

**Position Number**
P #66

**General Description**
The Mental Health Clinician will provide direct care rehabilitative services, with a focus on Aftercare 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 is based primarily in Lufkin; however, it may require travel to remote areas. This position may assist with clinical administrative reporting, tracking, and other duties as needed.

**Education**
Required: Bachelor’s degree in Social Work with licensure from an accredited college or university that meets QMHP requirements.

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

**Salary**
$32,924 - $34,160 annually, depending on qualifications and experience.

01/31/2020
Burke Job Posting / Job Description

Position Title
Administrative Manager - M.C. - Nacogdoches Mental Health Clinic - Nacogdoches, TX

Position Number
P #86

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

Education
Required: Bachelor’s degree from an accredited college or university.
Preferred: Bachelor’s degree in Business or Management.

Experience
Required: Five (5) years of full-time secretarial or management experience in a medical office, mental health related setting, or business office.
Preferred: Two (2) years of leadership and management experience in a medical office, mental health related setting, or business office.

Licenses/Certifications
Required: Valid Texas driver’s license

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

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

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

Salary
Negotiable, depending on qualifications and experience.
Burke Job Posting / Job Description

Position Title
Clinical Coordinator – L.G. – Angelina Mental Health Clinic - Lufkin, TX

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

01/31/2020
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.

01/31/2020
Burke Job Posting / Job Description

Position Title
Therapist – M.O. – Centralized Intake - Lufkin, TX

Position Number
P #258

General Description
The Centralized Intake therapist will be part of the Centralized Intake Team and will be responsible for providing diagnostics and intake assessments for the twelve (12) county area. This person will also be responsible for completing all Intake duties which include determining if presenting individuals criteria for admission to Center services and/or require referral to community providers. Will perform emergency mental health assessments to determine if presenting individuals require crisis resolution or admission to inpatient hospitalization. Will consult with Centralized Intake Service Director, MH clinic Service Directors or mental health clinical coordinators to coordinate scheduling, dispatch, triage and appropriate disposition of assessments and interventions. Will complete prescribed assessment instruments, work according to established guidelines and standards, and will document activities according to required Center, Medicaid and Accreditation standards. Travel to the outline counties may be required. Will report to Centralized Intake 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), or a 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 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
Monday – Friday; generally, 8:00 a.m. - 5:00 p.m.
However, this position may require after-hours work to complete job responsibilities.

Salary
$52,500 annually

01/31/2020
**Position Title**  
Therapist – M.O. – Centralized Intake – Lufkin, TX

**Position Number**  
P #259

**General Description**  
The Centralized Intake therapist will be part of the Centralized Intake Team and will be responsible for providing diagnostics and intake assessments for the twelve (12) county area. This person will also be responsible for completing all Intake duties which include determining if presenting individuals criteria for admission to Center services and/or require referral to community providers. Will perform emergency mental health assessments to determine if presenting individuals require crisis resolution or admission to inpatient hospitalization. Will consult with Centralized Intake Service Director, MH clinic Service Directors or mental health clinical coordinators to coordinate scheduling, dispatch, triage and appropriate disposition of assessments and interventions. Will complete prescribed assessment instruments, work according to established guidelines and standards, and will document activities according to required Center, Medicaid and Accreditation standards. Travel to the outline counties may be required. Will report to Centralized Intake Service Director.

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

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

**Licenses/Certifications**  
Required: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), Licensed Psychologist with the State of Texas.  
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 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**  
Monday – Friday; generally, 8:00 a.m. - 5:00 p.m.  
However, this position may require after-hours work to complete job responsibilities.

**Salary**  
$52,500 annually.

01/31/2020
Burke Job Posting / Job Description

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 as part of a multidisciplinary treatment team. These programs operate 24 hours a day, 7 days a week and the therapist will work on a rotation with another therapist between the hours of 7 – 7. (flexible hours and shifts) 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 and taking the lead with clinical 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 Crisis Program 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 six (6) months 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 on rotation. Will be required to work some weekends, and some holiday shifts on a rotating basis. (flexible hours)

Salary
$52,500 annually, with additional pay opportunities.

01/31/2020
Burke Job Posting / Job Description

Position Title
Licensed Vocational Nurse - K.B. – Care Coordination Program – May be based in Lufkin or Nacogdoches, TX

Position Number
P #1127

General Description
The Care Coordination LVN will be part of a multidisciplinary treatment team in a 12-county region as assigned, and is responsible for providing care coordination nursing care services to acutely or chronically mentally ill clients at Burke Outpatient Mental Health offices and in the community. These Burke clinic locations operate 5 days a week, 8 hours a day. The LVN performs under the supervision of the Care Coordination Clinical Coordinator and Nurse Extender. Other duties will include, but may not be limited to giving injections, assisting with medication monitoring/ reconciliation, monitoring the health status of clients, completing medication consents and AIMS, assisting with psychiatric services provided via telehealth equipment or face to face with Prescriber, arranging and attending medical and other community-based appointments with the client/caregiver. Nurse will perform general nursing duties assigned and coordinate health care needs with other medical care providers. Other responsibilities include inventory of medications, patient education and documentation, collection and tracking of lab specimens, providing care to clients to monitor/evaluate ADL completion. When needed and appropriate, assist the Mental Health Clinician staff as necessary.

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

Experience
Required: A minimum of 6 months’ experience as an LVN in a medical or mental health setting.
Preferred: Experience working in a Home Health setting.

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

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 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. Reliable transportation is required.

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

Salary
$38,000 annually.

01/31/2020
Burke Job Posting / Job Description

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

Position Number
P #800

General Description
This position provides mental health skills and support related services to chronically, mentally ill adults that reside in Polk, San Jacinto, and Tyler counties. This worker will perform Case Management, Rehabilitative Skills Training, and other services according to the individual client’s approved and prescribed treatment plan, and according to Center and Medicaid standards and requirements. This worker will also perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Must have a reliable personal vehicle and travel routinely within the service area. Performs under the supervision of the Clinical Coordinator.

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.

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; 8:00 am – 5:00 pm

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

01/31/2020
Burke Job Posting / Job Description

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

**Position Number**
P #237

**General Description**
The Mental Health Clinician will provide direct care rehabilitative services to individual adults, as well as potentially work with children/adolescents and their families, enrolled in services with chronic mental illness in the office and community/home settings. The MHC will perform services according to the individual’s approved and prescribed recovery plan, and according to Center and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in our 12 County Region as assigned. Performs duties under the supervision of the Care Navigation Registered Nurse. As this position will require some travel to remote areas, reliable transportation is required.

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

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

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

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

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

**Hours**
Monday – Friday; 8:00 a.m. – 5:00 p.m.

**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# 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. 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.

01/31/2020
Burke Job Posting / Job Description

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

Position Number
P# 1184

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; 8:00 a.m. – 5:00 p.m.

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

01/31/2020
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;
   (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**
$30,513 to $31,720 annually, depending on qualifications and experience.
**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

01/31/2020
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

01/31/2020
Burke Job Posting / Job Description

Position Title
Support Staff – M.O. – 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**
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

01/31/2020
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; 1:00 pm-9:00 pm.
Additional hours are required for staff and consumer meetings.

**Salary**
$20,800 annually

01/31/2020
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.
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.
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.

01/31/2020
Burke Job Posting/Job Description

**Position Title**
Part-Time Registered Nurse – M.H. - Mental Health Emergency Center - Lufkin, TX

**Position Number**
P #462

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

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

**Experience**
Preferred: One (1) year of experience as a licensed RN working in a medical or acute mental health setting

**Licenses/Certifications**
Required: Texas license as a Registered Nurse.
Required: Valid Texas driver’s license.

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

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

**Hours**
Hours and days will vary based on need.

**Salary**
$29.00 - $31.00 per hour depending on day vs night shift worked

01/31/2020
Burke Job Posting / Job Description

Position Title
Part-Time Licensed Vocational Nurse - K.B. – Angelina Mental Health Clinic - Lufkin, TX

Position Number
P #505

General Description
The PT LVN is responsible for providing nursing services to adult and adolescent patients at Burke Outpatient Mental Health Clinics as assigned by the Nurse Extender. Travel to other clinic locations, including the satellite clinics in all 12 Burke coverage area will be required. Duties include giving injections, completing nursing assessments, completing medication consents, overseeing the indigent medication program, completing refill prescriptions, Prior Authorizations for medications, answering patient phone questions, and operating telemedicine equipment. 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 Licensed Vocational examiners.

Experience
Preferred: A minimum of 6 months’ experience as an LVN working with consumers in a medical or mental health setting

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

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 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. Reliable transportation is required.

Hours
Monday - Friday; 29 hours or less per week.

Salary
$20.00 an hour
**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.

01/31/2020
Burke Job Posting / Job Description

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

Position Number
P #449

General Description
The PT 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

01/31/2020
Burke Job Posting / Job Description

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

Position Number
P #468

General Description
The Part-Time 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

01/31/2020
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

01/31/2020
Position Title
PART-TIME Certified Nursing Assistant (CNA) - J.M. - Angelina Mental Health Clinic -
Lufkin, TX

Position Number
P #660

General Description
This position aids in nursing support duties, such as taking vital signs, weighing clients, BMI, checking in
clients for prescribers, coordinating labs, helping get prescription refills, faxing prescriptions, and assisting
with passing out medications. Duties also include problem solving, answering phones, filing and other
nursing support duties. 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.

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

Experience
Required: Must have at least six (6) months of experience.
Preferred: Six (6) months of direct care experience in a mental healthcare environment and/or a medical
setting.

License/Certifications
Required: Valid Texas driver’s license.
Preferred: Certified Nursing Assistant 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
Flexible schedule! Generally, Monday – Thursday; 28 hours per week

Salary
$10.00 - $12.00 per hour, depending upon experience and licensure.
Position Title
Part-Time Support Staff – J.M. – Angelina Mental Health Clinic – Lufkin, TX

Position Number
P #621

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, proficient in Microsoft Word, and experience with multi-line telephone system.
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.
Preferred: Bilingual – English/Spanish

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

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

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

Hours
Monday - Friday; 29 hours per week.

Salary
$10.00 per hour

01/31/2020
Burke Job Posting / Job Description

**Position Title**
Vocational Specialist – C.P. – Burke Industries – Nacogdoches, TX

**Position Number**
P #1197

**General Description**
The Part Time Vocational Specialist will be responsible for the overall daily management of clients and janitorial contracts. Responsibilities will include client – employee welfare and safety compliance with contract terms and local customer satisfaction; client/employee training; and oversee related documentation, inventory control, vehicle and equipment upkeep, and other duties as assigned. This position will provide vocational services in Nacogdoches County. The Burke Industries Manager directly supervises this position. Potential hazardous working conditions do exist.

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

**Experience**
Preferred: One (1) year of experience working in a janitorial setting and working with people with disabilities.
Preferred: Computer experience

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

**Special Requests or Comments**
Required: Must be physically able to complete required courses to include, but not limited to, SAMA, CPR, First Aid, Defensive Driving, Van Driving and training modules. Must have a driving record insurable by Burke's insurance administrator.

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

**Hours**
Monday - Friday, 4:00 p.m. -11:00 p.m.
Hours could vary depending on contracts.

**Salary**
$10.00 per hour.

01/31/2020
Burke Job Posting / Job Description

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

Position Number
P #424

General Description
The PT 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

Hours
Hours and days will vary.

Salary
$9.00 an hour

01/31/2020
Position Title
Residential Assistant – J.M. – Oleta ALU - Home & Community-Based Services (HCS) – Lufkin, TX

Position Number
P #548

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: 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 and Sunday; 10:30 a.m. - 7:30 p.m.

Salary
$10.00 an hour for Saturday – Sunday
($9.00 an hour Monday Friday)
Residential Assistant – C.B. – Cunningham Group Home – Lufkin, TX

P #528

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

Hours
Hours and days will vary as needed.

Salary
$9.00 per hour
Burke Job Posting / Job Description

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

**Position Number**
P #617

**General Description**
The Part-Time 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**
Hours and days will vary based on need.

**Salary**
$9.00 an hour
Burke Job Posting / Job Description

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

**Position Number**
P #689

**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. Reliable transportation is required.

**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 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 – Friday: 6:00 a.m. – 8:00 a.m. (additional hours as needed)

**Salary**
$9.00 an hour.
Burke Job Posting / Job Description

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

**Position Number**
P #705

**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. Reliable transportation is required.

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

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

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

**Special Requests or Comments**
Required: Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid and Defensive Driving training modules. Must complete 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 or kneeling, driving a vehicle, and hand/finger dexterity.

**Hours**
Saturday and Sunday; 10:00 a.m. – 9:00 p.m. (additional hours as needed)

**Salary**
$9.00 an hour
Burke Job Posting / Job Description

**Position Title**
Part-Time Residential Assistant – Oscar Berry ALU – J.M. – Home and Community Based Services (HCS) - Lufkin, TX

**Position Number**
P #737

**General Description**
The part-time 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. Driving record must be insurable by Burke’s insurance administrator. Must have the ability to document appropriately and keep detailed records.

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

**Hours**
Hours and days will vary as needed.

**Salary**
$9.00 an hour
Position Title
Part-Time Residential Assistant – Oscar Berry ALU – J.M. – Home and Community Based Services (HCS)
Lufkin, TX

Position Number
P #739

General Description
The part-time 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. Driving record must be insurable by Burke’s insurance administrator. Must have the ability to
document appropriately and keep detailed records.

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

Hours
Hours and days will vary as needed.

Salary
$9.00 an hour
Burke Job Posting / Job Description

Position Title
Part-Time Residential Assistant – Shadylake – J.M. – Home and Community Based Services (HCS) - Lufkin, TX

Position Number
P#805

General Description
The part-time 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, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity.

Hours
Hours and days will vary as needed.

Salary
$9.00 an hour
Burke Job Posting / Job Description

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

Position Number
P #1022

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

Hours
Hours and days will vary as needed.

Salary
$9.00 per hour
Burke Job Posting / Job Description

Position Title
PART-TIME Habilitation Specialist – B.M. – Burke Industries – Lufkin, TX

Position Number
P #797

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

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

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

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

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

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

Hours
Monday – Friday; 29 hours per week.

Salary
$8.50 - $9.00 per hour; depending on qualifications and experience.
Burke Job Posting / Job Description

**Position Title**
PART-TIME Litter Crew Members – C.P. – Burke Industries – San Augustine Counties, TX

**Position Number**
P #411

**General Description**
The Litter Crew Members are part of a work crew removing litter from along designated roadways. Essential duties and responsibilities include the following. (other duties may be assigned)

- Pick up litter along designated roadways
- Bag all picked up litter
- Loading of trash bags into truck and trailer
- Unloading bags from truck or trailer at designated locations
- Moving highway awareness signs during the work day
- Must work with and cooperate with others
- Must obey all safety rules and regulations

The Burke Industries Manager directly supervises this position. Potential hazardous working conditions do exist.

**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 – 2:00 pm

**Salary**
$8.00 an hour
Position Title
PART-TIME Litter Crew Members – C.P. – Burke Industries – San Augustine Counties, TX

Position Number
P #415

General Description
The Litter Crew Members are part of a work crew removing litter from along designated roadways. Essential duties and responsibilities include the following. (other duties may be assigned)

- Pick up litter along designated roadways
- Bag all picked up litter
- Loading of trash bags into truck and trailer
- Unloading bags from truck or trailer at designated locations
- Moving highway awareness signs during the work day
- Must work with and cooperate with others
- Must obey all safety rules and regulations

The Burke Industries Manager directly supervises this position. Potential hazardous working conditions do exist.

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 – 2:00 pm

Salary
$8.00 an hour
Position Title
PART-TIME Litter Crew Members – C.P. – Burke Industries – San Augustine Counties, TX

Position Number
P #416

General Description
The Litter Crew Members are part of a work crew removing litter from along designated roadways. Essential duties and responsibilities include the following. (other duties may be assigned)

- Pick up litter along designated roadways
- Bag all picked up litter
- Loading of trash bags into truck and trailer
- Unloading bags from truck or trailer at designated locations
- Moving highway awareness signs during the work day
- Must work with and cooperate with others
- Must obey all safety rules and regulations

The Burke Industries Manager directly supervises this position. Potential hazardous working conditions do exist.

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 – 2:00 pm

Salary
$8.00 an hour

01/31/2020
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
Position Title
Residential Assistant – C.H. – Pineland Group Home – Pineland, TX

Position Number
P #477

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

Hours
Hours and days will vary as needed.

Salary
$9.00 per hour