

Burke Center

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NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

PHYSICIAN II (P #734) – J.S. – MENTAL HEALTH PHYSICIANS, LUFKIN, TEXAS

GENERAL DESCRIPTION: Provision of psychiatric services to adults (may include some work with child and adolescent population).

EDUCATION:

Required: Completion of accredited residency program in General Psychiatry and Child and Adolescent Psychiatry.

LICENSES/CERTIFICATIONS:

Required: Ability to obtain unrestricted Texas license to practice medicine before hire date. Board eligibility in General Psychiatry.

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

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

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

SALARY: Negotiable, depending on certification.

PHYSICAL THERAPIST (P #1173) – P.P. – CORNERSTONE ECI PROGRAM, POLK/TYLER/LIBERTY COUNTIES

GENERAL DESCRIPTION: This position provides motor therapy and evaluations as recommended by the team to developmentally delayed and/or medically at risk children age birth to three (3) years and their families, in a community setting. Duties include providing, screening and assessment services, and participation in the development of comprehensive treatment plans. Travel is required. Must adhere to confidentiality and procedural safeguard policies and procedures.

EDUCATION:

Required: Degree in Physical Therapy from an accredited college or university.

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Licensed, in good standing, by the Texas State Board of Physical Therapy Examiners.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. Some evenings necessary to meet needs of families.

SALARY: Negotiable, depending on qualifications and experience.

PROGRAM DIRECTOR (P #1030) – J.S. – SUBSTANCE ABUSE SERVICES, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Program Director is responsible for the overall implementation, management, supervision and evaluation of all Burke Center Substance Abuse Treatment and Prevention Services. The Program Director participates in strategic planning, budgeting initiatives and coordination of services with other Center programs. He/she works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned. The position will report to the Chief Operating Officer.

EDUCATION:

Required: Bachelor's Degree in Psychology, Social Work or related field from an accredited college or university.

EXPERIENCE:

Required: Minimum of three (3) years experience as a counselor or direct care provider of behavioral healthcare treatment services. At least one (1) year experience providing Substance Abuse Counseling Services and at least two (2) years supervisory experience in a behavioral healthcare or human services setting.

LICENSES/CERTIFICATIONS:

Required: Licensed to provide chemical dependency treatment and counseling (LCDC or LPC) with the State of Texas.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

SALARY: Negotiable, depending on qualifications and experience.

**QUALIFIED MENTAL RETARDATION PROFESSIONAL / SERVICE DIRECTOR – QMRP (P #42)
– C.M. - ICF/MR – JASPER, KIRBYVILLE, TEXAS**

GENERAL DESCRIPTION: The QMRP/Service Director is responsible for every aspect of service as it relates to the individuals residing in each ICF/MR group home (West Bay Group Home in Jasper; Kirbyville Group Home in Kirbyville). The responsibilities include, but are not limited to: coordinating the development, implementation, monitoring, and evaluation of services provided to consumers. The QMRP/Service Director supervises all staff assigned to each unit and interacts regularly with other Burke Center departments/divisions. This position is the liaison for community programs and external agencies. The QMRP/Service Director also oversees: staff schedules, recruitment and monitoring of hourly residential staff, and staff training (consumer-specific and required agency training). This position provides/processes supporting documentation of all activities and services rendered, maintains confidential information, assists consumers with personal finances, and maintains financial records. The QMRP/Service Director effectively interacts with consumers, family members, staff, medical personnel, and other support personnel. This position is responsible for the upkeep and maintenance of each group home and vehicle and effective/proactive budgeting for each home. The QMRP/Service Director is responsible for utilizing policies and procedures to accomplish the Burke Center mission “Working Together to Improve Lives”.

EDUCATION:

Required: Bachelor’s Degree in a Human Services field from an accredited college or university.

EXPERIENCE:

Required: One (1) year continuous experience working with individuals with mental retardation or developmental disabilities. This experience must be in direct care or consist of programmatic responsibilities. Must be able to demonstrate adequate computer skills (Word/Excel) to carry out job duties.

Preferred: One (1) year experience as a QMRP or in a position of service coordination/case management, implementing a person-directed process of service delivery. Experience with budgeting and/or supervising staff a plus.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver’s license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. After hours and weekend work necessary depending on consumer/staff need. After hours drop-in required at least quarterly.

SALARY: Negotiable, depending on qualifications and experience.

SERVICE DIRECTOR (P #1470) – C.M. – SERVICE COORDINATION, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Service Director is responsible for the overall supervision of the Service Coordination unit to include implementation, monitoring and evaluation of services provided to individuals with intellectual and developmental disabilities enrolled in General Revenue and Waiver Services; supervision and training of personnel; budget development and oversight; program compliance; and manual development. The Service Director is also responsible for coordinating services with external and internal providers to accomplish the Burke Center mission “working together to improve lives.” The Service Director is expected to actively manage productivity and maximize program resources to deliver quality services. The Service Director must also have an understanding of reimbursement practices and program guidelines. Travel is required to monitor service provision.

EDUCATION/EXPERIENCE:

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

Preferred: Two (2) years management experience OR five (5) years working experience as a Service Coordinator/Case Manager with individuals with intellectual and developmental disabilities.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver’s license

SPECIAL REQUEST/COMMENTS:

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

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

HOURS: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. However, this position may require after hours duty. Will require some flexible hours.

SALARY: \$33,000 to \$37, 000 annually, depending on qualifications and experience.

MENTAL HEALTH CLINICIAN (P #722) – J.R. – ANGELINA MENTAL HEALTHCARE CENTER, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Mental Health Clinician will provide direct care rehabilitative services to enrolled adults with chronic mental illness in the community/home setting. Will perform services according to the individual approved and prescribed rehabilitation plan, and according to Center and Medicaid standards and requirements. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Performs under the supervision of the unit Clinical Coordinator. This position may require travel to Jasper County or Houston County.

EDUCATION:

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

EXPERIENCE:

Preferred: Six (6) months' direct care experience in an adult mental health setting.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

Preferred: LSW.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

SALARY: \$30,024 to \$32,424 annually, depending on qualifications and experience. Travel reimbursement provided.

SERVICE COORDINATOR (P #1471, #1472, #1473, #1474, #1475 & #1476) – R. H. – SERVICE COORDINATION, LUFKIN, TEXAS

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

EDUCATION/EXPERIENCE:

Required: Graduation from an accredited high school or its equivalent **AND** two (2) years of paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program or HCS Program. **OR**, have been authorized by a local mental retardation authority to provide service coordination prior to April 1, 1999.

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUEST/COMMENTS:

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

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

HOURS: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. However, this position may require after hours duty. Will require some flexible hours.

SALARY: \$25, 488 to \$30,288 annually, depending on experience and qualifications.

NDI VOCATIONAL SPECIALIST (P #448) – J.G. - NEW DIRECTIONS INDUSTRIES, NACOGDOCHES, TEXAS

GENERAL DESCRIPTION: The NDI Vocational Specialist will be responsible for the overall daily management of clients and 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. The NDI Manager directly supervises this position. Potential hazardous working conditions do exist.

EDUCATION:

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

EXPERIENCE:

Required: Two years experience working with individuals with a Mental Health diagnosis and/or Intellectual and 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, Defensive Driving and IDD training modules. Must have a driving record insurable by the Center's insurance administrator.

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

HOURS: Generally, 8:00 a.m. to 4:30 p.m., Monday through Friday. However, flexibility will be needed according to contracts.

SALARY: \$20,520

SUPPORT STAFF III (P #1477 & P #1478) – R. H., SERVICE COORDINATION, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Service Coordination Assistant provides support to the Service Coordination unit by working with the Service Director(s) to track time lines, monitor billable contacts, process referrals; and monitor key performance indicators. The Service Coordination assistant will also coordinate documentation between Providers and the Service Coordination unit. This position must have an understanding of reimbursement practices and program guidelines and have good time management and organizational skills.

EDUCATION:

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

EXPERIENCE:

Required: Three (3) years (full-time) experience in a healthcare setting.

Preferred: Five (5) years (full-time) experience in a healthcare setting. Organizational and professional business skills.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUEST/COMMENTS:

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

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

HOURS: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. However, this position may require after hours duty. Will require some flexible hours.

SALARY: \$20,000 to \$22,000 annually, depending qualifications and experience.

RESIDENTIAL ASSISTANT (P #182) – C.B. – NEWTON GROUP HOME, NEWTON, TEXAS

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

EDUCATION:

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

EXPERIENCE:

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

Preferred: Three (3) continuous years 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 the Center's insurance administrator.

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

HOURS: This is a night shift working rotating nights Sun, Mon, Tues one month and Mon, Tues, Wed one month. Additional hours required for staff and consumer meetings.

SALARY: \$17,885 to \$18,725 annually, depending on qualifications and experience.

THE FOLLOWING JOB POSTINGS ARE FOR PART-TIME HOURLY EMPLOYEE POSITIONS. THESE POSITIONS ARE ELIGIBLE FOR WORKERS' COMPENSATION BENEFITS, UNEMPLOYMENT BENEFITS AND HOURLY RETIREMENT BENEFITS. THESE POSITIONS ARE NOT ELIGIBLE FOR MEDICAL/DENTAL/LIFE/DISABILITY BENEFITS, PAID HOLIDAYS, VACATION BENEFITS OR SICK BENEFITS.

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

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

EDUCATION:

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

(2) Must have the ability to use a computer to document appropriately and keep detailed records.

EXPERIENCE:

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

LICENSES/CERTIFICATION:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

HOURS: Varied as needed.

PAY: \$7.50 per hour; increase to \$7.75 per hour after six (6) months and completion of all mandatory training.

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Hours vary as needed.

PAY: \$7.25 per hour; increase to \$7.95 per hour after six (6) months and completion of all mandatory training.

RESIDENTIAL ASSISTANT (P #5294) – D.N. – KIRBYVILLE GROUP HOME, KIRBYVILLE, TEXAS

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

EDUCATION:

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

EXPERIENCE:

Required: Experience working with adults with developmental disabilities.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Varied as needed.

PAY: \$7.50 per hour; increase to \$7.75 per hour after six (6) months and completion of all mandatory training.

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

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

EDUCATION:

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

EXPERIENCE:

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

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

HOURS: Hours vary as needed.

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