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 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 employees will be given preferred consideration.

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

Position Title

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

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

Salary
Negotiable, depending on certification/license.
Position Title
Speech Language Pathologist – P.P. – Cornerstone ECI Program (Tyler, Jasper, & Newton Counties)

Position Number
P #970

General Description
This position provides speech and oral motor therapy services as recommended by the team to developmentally delay and/or medically at risk children age birth to three (3) years in a community-based setting. Other responsibilities will include providing screening and assessment services and participation in the development of comprehensive treatment plans. Travel is required. This individual must adhere to confidentiality, procedural safeguards, policies and procedures.

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 State Committee of Examiners for Speech/Language Pathology and Audiology.
Texas Driver’s License

Special Requests or Comments
Required: CPR, First Aid, Defensive Driving and all other training required by the program. Must have a driving record insurable by Burke’s insurance administrator.

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

Hours
Monday through Friday, 8:00 am to 5:00 pm

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

Position Title
Licensed Vocational Nurse - K.B. - Mental Health Emergency Center - Lufkin, Texas

Position Number
P #1580

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 as assigned. They will also be assigned to detox clients to deliver quality nursing care to those undergoing medical drug and alcohol detox, utilizing the CIWA and OWS rating scales. 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 include inventory of medications, patient education and documentation, collection and tracking of lab specimens, providing care to the detox client in regard to some ADL’s when needed and appropriate, with the assistance of a MH Specialist when available.

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: 3 years’ experience as a licensed nurse

Licenses/Certifications
Required: Texas Licensed Vocational Nurse.

Physical Requirements
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
Varying and rotating basis. 80 hours every two weeks. Will be required to work some weekend and holiday shifts on a rotating basis.

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

**Position Title**
Licensed Vocational Nurse- K.B. – Mental Health Emergency Center - Lufkin, Texas

**Position Number**
P #1578

**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 as assigned. They will also be assigned to detox clients to deliver quality nursing care to those undergoing medical drug and alcohol detox, utilizing the CIWA and OWS rating scales. 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 include inventory of medications, patient education and documentation, collection and tracking of lab specimens, providing care to the detox client in regard to some ADL’s when needed and appropriate, with the assistance of a MH Specialist when available.

**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: 3 years’ experience as a licensed nurse

**Licenses/Certifications**
Required: Texas Licensed Vocational Nurse.

**Physical Requirements**
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**
Varying and rotating basis. 80 hours every two weeks. Will be required to work some weekend and holiday shifts on a rotating basis.

**Salary**
Negotiable, depending on qualifications, experience and shift worked
Burke Job Posting / Job Description

Position Title
Mental Health Clinician – A.H. - Emergency Services/MCOT - Lufkin, Texas

Position Number
P #1546

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

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

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

Licenses/Certifications
Required – Valid Texas driver’s license.
Preferred – LSBW.

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.

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

Salary
$33,196 to $35,596 annually, depending on qualifications and experience. Travel reimbursement provided.
Burke Job Posting / Job Description

Position Title
Mental Health Clinician – M.L. – Angelina Mental Health Center - Lufkin, Texas

Position Number
P #1383

General Description
The Mental Health Clinician will provide direct care rehabilitative services to individual adults, as well as potentially work with children/adolescents and their families, enrolled in services with chronic mental illness in the office and community/home settings. Will perform services according to the individual’s approved and prescribed rehabilitation plan, and according to Burke and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in Angelina, Trinity, Jasper, Sabine, Newton and Houston counties. Performs under the supervision of the unit Clinical Coordinator. This position will require travel to remote areas.

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

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

Licenses/Certifications
Required – Valid Texas driver’s license.
Preferred – LSBW.

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

Physical Requirements
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. to 5:00 p.m., May require occasional after-hours work to complete job responsibilities.

Salary
$32,124 to $33,360 annually, depending on qualifications and experience. Travel reimbursement provided.
Burke Job Posting / Job Description

Position Title
Early Intervention Specialist – P.F. – Cornerstone Program - Livingston, Texas

Position Number
P #1449

General Description
To provide hands on Early Childhood Intervention Services to children from birth to age three, with developmental delays, in their home or child care setting. Must be able to work with the family accessing resources in the community. Must be a team player and have reliable transportation to make home visits. This position will be officed in Livingston, covering Polk and San Jacinto Counties.

Education
Required: Bachelor's degree in Early Childhood Education, Special Education, Elementary Education, Child Development, Child and family Studies, Social Work, Sociology, Psychology, Communication Disorders, Adaptive Physical Education, or related field from an accredited college or university.

Experience
Required: At least six (6) months experience working with young children.
Preferred: Experience working with children with special needs. Bilingual

Licenses/Certifications
Required: Valid Texas driver's license.
Preferred: Licensed Social Worker.

Special Requests or Comments
Required: Must be physically able to complete First Aid, CPR, and Defensive Driving Training Modules. Must have a driving record insurable by Burke’s administrator.
Preferred: Bilingual.

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

Hours
8:00a.m. to 5:00p.m., Monday thru Friday. Some after-hours work occasionally to accommodate the needs of the families.

Salary
$30,492 - $34,200 annually, depending on qualifications and experience.
Burke Job Posting / Job Description

Position Title
Licensed Vocational Nurse- K.B. - Mental Health Emergency Center - Lufkin, Texas

Position Number
P #1424

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. They will also be assigned to provide nursing care services to clients who are undergoing medical drug and/or alcohol detox, utilizing the CIWA and OWS rating scales. 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 include inventory of medications, patient education and documentation, collection and tracking of lab specimens, providing care to clients on detox protocols in regard to some ADL’s when needed and appropriate, with the assistance of Mental Health Specialist staff, when 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.

Licenses/Certifications
Required: Texas Licensed Vocational Nurse.

Physical Requirements
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
Staff in this position will work 12-hour shifts (7:00am – 7:00pm) with a total of 7 shifts every 14 days. This position will require the employee to work some weekend and holiday shifts on a rotating basis.

Salary
$29,870 to $32,445 annually, depending on qualifications and experience.
Burke Job Posting / Job Description

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

Position Number
P #1450

General Description
This position will be housed in Lufkin. 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 Angelina and Trinity counties. 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: Bachelor’s degree in Child Development, Child & Family, Communication Disorders, Counseling, Psychology, Rehabilitative Counseling/Rehabilitation Services, Social Work, Sociology, Special Education (with or without teacher certification), or a bachelor’s degree in any field with at least 18 hours of college credit directly related to early intervention.

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

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

Special Requests or Comments
Preferred: Good typing skills and a working knowledge of Microsoft Word. Good time management and organizational skills to meet strict deadlines.

Required: CPR, First Aid and Defensive training modules must be completed. Must have a driving record insurable by Burke’s insurance administrator. Reliable transportation is needed for home visits.

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

Hours
8:00a.m. to 5:00p.m., Monday thru Friday. Some after-hours work occasionally to accommodate the needs of the families.

Salary
$28,638 to $31,110 annually, depending on qualifications and experience.
Burke Job Posting / Job Description

Position Title
Diversion Coordinator – “PENDING BOARD APPROVAL” - C.M. – Developmental Disabilities - Lufkin, TX

Position Number
P #1593

General Description
The Diversion Coordinator is responsible for informing adult individuals with developmental disabilities referred for admission to a nursing facility, their families, and LAR’s of community options, services, and supports for which the individual may be eligible AND identify, arrange, and coordinate access to these services in order to diver admission to a nursing facility wherever possible and consistent with an individual’s informed choice. The Diversion Coordinator will also be responsible tracking and monitoring notifications of assessments needing completed to ensure they are initiated within 72 hours and successfully submitted to DADS within 7 days; monitoring the completion of 14 day Person Directed Plans and quarterly thereafter; ensuring Community Living Options are presented to individuals/LAR biannually; and providing community education on alternatives to Nursing Facility. The Diversion Coordinator will also provide assistance to Service Coordinators in completion of assessments as needed and will establish a positive working relationship with Nursing Facilities within Burke’s local service area. Ability to communicate both verbally and in writing in a clear and effective manner is a must. Must be able to organize time/work so that assignments are completed promptly.

Education
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 IDD 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, Criminal Justice, or with a major in a social, behavioral or human services field from an accredited college or university.

Experience
Preferred: At least one year Service Coordination Experience

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

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

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

Salary
$26,252 to $31,196 Annually, depending on experience and qualifications.
Burke Job Posting / Job Description

Position Title
Home Manager/Day Programmer-Nacogdoches Group Home – C.B. - Nacogdoches, TX

Position Number
P #174

General Description
The Home Manager/Day Programmer is responsible for: ensuring the group home runs smoothly, effectively and cost-efficiently by organizing and managing a wide variety of job duties. The Home Manager assists consumers residing in the home in achieving their maximum level of independence through assessment of their needs, development of treatment strategies, and implementation of the Person Directed Plan. The Home Manager must be able to provide a wide variety of training activities to consumers and monitor active treatment to document progress. The Home Manager provides administrative assistance to the Service Director to include, but not limited to, scheduling staff, recruitment and monitoring of hourly residential staff, providing unit/consumer specific staff training and scheduling staff for required agency training, timekeeping for both salaried and hourly staff, overseeing the upkeep of the home and vehicle, and ensuring compliance with Life Safety and Health Standards by obtaining required inspections. This position is also required to provide/process supporting documentation of all activities and services rendered, maintain confidential information, assist consumers with personal finances, and maintain financial records. The Home Manager is required to effectively interact with consumers, staff, family members, medical personnel, and other support personnel. The Home Manager may provide transportation as needed. The Home Manager assists the QMRP and direct care staff to obtain Burke’s mission of “Working Together to Improve Lives”.

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

Experience
Required: Six (6) month’s continuous experience working with individuals with mental retardation or developmental delays in a direct care role.
Preferred: One (1) continuous years’ experience working with individuals with mental retardation or developmental delays. One (1) year of secretarial or clerical experience. Effective computer skills are required. Must be able to demonstrate a working knowledge of Microsoft Word.

Licenses/Certifications
Required: Valid Texas Driver’s License
Preferred: Valid Texas Commercial Drivers License (CDL)
Required: Must obtain a Texas Commercial Driver’s License (CDL) within (3) months of hire.

Special Requests or Comments
Required: Must be physically able to complete all required training to include: Satori Alternatives 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
Sight, hearing, talking, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity.

Hours
Monday thru Friday, 12:00 p.m. to 8:00 p.m. Days and hours may change depending upon consumer and program needs. Must be available to work any shift in an emergency.

Salary
$24,720 Annually.
Burke Job Posting / Job Description

Position Title
Home Manager/Day Programmer – C.B. – Diboll Group Home - Diboll, TX

Position Number
P #566

General Description
The Home Manager/Day Programmer is responsible for: ensuring the group home runs smoothly, effectively and cost-efficiently by organizing and managing a wide variety of job duties. The Home Manager assists consumers residing in the home in achieving their maximum level of independence through assessment of their needs, development of treatment strategies, and implementation of the Person Directed Plan. The Home Manager must be able to provide a wide variety of training activities to consumers and monitor active treatment to document progress. The Home Manager provides administrative assistance to the Service Director to include, but not limited to, scheduling staff, recruitment and monitoring of hourly residential staff, providing unit/consumer specific staff training and scheduling staff for required agency training, timekeeping for both salaried and hourly staff, overseeing the upkeep of the home and vehicle, and ensuring compliance with Life Safety and Health Standards by obtaining required inspections. This position is also required to provide/process supporting documentation of all activities and services rendered, maintain confidential information, assist consumers with personal finances, and maintain financial records. The Home Manager is required to effectively interact with consumers, staff, family members, medical personnel, and other support personnel. The Home Manager may provide transportation as needed. The Home Manager assists the QMRP and direct care staff to obtain Burke’s mission of "Working Together to Improve Lives”.

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

Experience
Required: Six (6) month’s continuous experience working with individuals with intellectual and developmental disabilities in a direct care role.
Preferred: One (1) continuous years’ experience working with individuals with intellectual and developmental disabilities. One (1) year of secretarial or clerical experience. Effective computer skills are required. Must be able to demonstrate a working knowledge of Microsoft Word.

Licenses/Certifications
Required: Valid Texas Driver’s License

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

Hours
Monday thru Friday, 12:00 p.m. to 8:00 p.m. Days and hours may change depending upon consumer and program needs. Must be able to work any shift in emergencies.

Salary
$24,000 - $24,720 Annually.
Position Title
Peer Specialist – C.B – Angelina Mental Health, Lufkin, TX

Position Number
P #1543

General Description
This position provides direct clinical services, predominantly Whole Health Action Management to adults. Duties may include administration of a health risk assessment; individual and group work with current recipients of mental health services, planning and organizing educational events, documentation of service provision, and other duties that may be assigned.

Education
Graduation from an accredited high school or its equivalent.

Experience
Required: At least one cumulative year of receiving mental health services for a diagnosis of bipolar disorder, schizophrenia (or related condition) or major depressive disorder.

Licenses/Certifications
Required: Valid Texas Driver’s License, Ability to attend training and test to become a Certified Peer Specialist and a provider of Whole Health Action Management (WHAM)

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 personal vehicle.

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

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

Salary
Certified, $24,000 annually. If non-certified, $22,000 annually.
Burke Job Posting / Job Description

Position Title
Support Staff II – M.T. – Nacogdoches Mental Health Clinic - Nacogdoches, Texas

Position Number
P #1562

General Description
This position interacts on a daily basis with the general public and Burke staff. Responsibilities include working with the 1115 waiver which is not limited to tracking treatment plans, authorizations, monitoring doctor only and inactive caseloads, creating client assignments for peer caseloads, reporting peer/code data, Category 3 tracking (including calling pharmacies for medication pick-up info, monitoring labs, data entry, and others). Responsibilities also include answering multi-line phone, mail dispersal and routing, scheduling and maintaining appointments for physicians, therapists, and counselors, fee collections, data entry, processing records requests, scanning documents into electronic charts, as well as other miscellaneous duties. This position must maintain an effective working relationship with consumers and staff. Maintain confidential data as required by policy and procedure. Must demonstrate good verbal and written communication skills. This position is under direct supervision of the Support Staff Supervisor.

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

Experience
Required: Two (2) year’s clerical experience with good receptionist skills and computer skills.
Preferred: At least Three (3) years of receptionist/secretary experience in a medical or mental health related setting.

Physical Requirements
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 through Friday, 8:00 a.m. to 5:00 p.m.

Salary
$21,000 Annually, depending on qualifications and experience.
Burke Job Posting / Job Description

**Position Title**
Residential Assistant – Tanglewood ALU – B.E. – Lufkin, TX

**Position Number**
P #230

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

**Education**
Required - (1) Graduation from an accredited high school or its equivalent.

**Experience**
Required: Must have six (6) months experience working with individuals in a direct care role.
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**
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’s insurance administrator. Must have the ability to document appropriately and keep detailed records.

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

**Hours**
Weekend (40) hours: Friday 10:30p.m-10:30a.m.; Saturday 7:30p.m.-10:30a.m.; Sunday 7:30p.m.-8:30a.m.

**Salary**
$18,416 - $19,899 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.
Burke Job Posting / Job Description

**Position Title**
Registered Nurse (PRN)-KB-Mental Health Emergency Center-Lufkin, TX

**Position Number**
P #5623

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

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

**Experience**
Required: At least 1 year experience as a licensed RN working in a medical or acute mental health setting.
Preferred: At least 6 months experience working in a mental health setting.

**Licenses/Certifications**
Required: Texas license as a Registered Nurse.

**Special Requests or Comments**
Required: Must be physically able to complete Preventive Management of Aggressive Behaviors (PMAB), CPR, and First Aid training modules. Must have a driving record insurable by Burke’s insurance administrator.

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

**Hours**
PRN days or nights

**Salary**
$29 to $32 per hour depending on shift worked.
Burke Job Posting / Job Description

Position Title
Crisis Therapist-D.V.-Mental Health Emergency Center-Lufkin, TX

Position Number
P #5277

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.

Physical Requirements
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-Friday 7:00 a.m. to 11:00 p.m.; Saturday & Sunday 8:00 a.m. to 8:00 p.m.

Salary
$25 to $29 an hour, depending on qualifications and experience.
Burke Job Posting / Job Description

Position Title
After Hours Assessor – G.C. – Tyler County

Position Number
P #2265

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

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

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

Licenses/Certifications
Required: Valid Texas driver’s license
Preferred: LSW, or higher.

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

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

Hours
Monday through Friday, hours will vary between the hours of 5:00 p.m. and 8:00 a.m. (continuous through the weekend and on Holidays).

Salary
Paid per assessment. No travel reimbursement.
Burke Job Posting / Job Description

Position Title
Mental Health Specialist – Hourly - KB - Mental Health Emergency Center – Lufkin, TX

Position Number
P #5279

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 R.N. Crisis Coordinator.

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

Experience
Preferred: Experience working with adults with mental illness.

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

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

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

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

Salary
$10.00 - $12.00 per hour depending on shift worked, qualifications and experience.
Burke Job Posting / Job Description

Position Title
HCS/TXHML Courier (Part-Time) – K.M. - Home & Community Services/Texas Home Living Program – Lufkin, TX

Position Number
P #2252

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

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

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

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

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

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

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

Salary
$8.00 per hour.
Position Title
In-Home Day Habilitation Provider – K.M. Lufkin, TX

Position Number
P #5246

General Description
The In-Home Provider is responsible for providing guidance and care for individuals who live in their home. Duties involve providing training in home and transportation for community activities. Daily documentation includes written narratives, Billing Logs, and program and narrative data sheets. The in-home provider must be dependable and able to meet monthly deadlines.

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

Experience
Preferred: Six (6) months of continuous responsible experience working with individuals with mental retardation in a direct care role.

Licenses/Certifications
Required: Valid Texas Driver’s License

Special Requests or Comments
Required: Must be physically able to complete required courses to include, but not limited to, Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive 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
Sight, hearing, talking, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity.

Hours
This is a part-time position, working 32 hours a week.

Salary
$8.00 per hour, plus reimbursement for travel
Burke Job Posting / Job Description

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

Position Number
P #5298

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

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

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

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

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

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

Salary
$7.95 per hour; increase to $8.25 per hour after six (6) months of satisfactory job performance and completion of all mandatory training.
Burke Job Posting / Job Description

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

Position Number
P #5293

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

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

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

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

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

Hours
Hours vary as needed.

Salary
$7.95 per hour to start; increase to $8.20 per hour after six (6) months satisfactory performance and completion of all mandatory training.
Burke Job Posting / Job Description

Position Title
Residential Assistant – B.E. – Home & Community-Based Services (HCS), Lufkin, TX

Position Number
P #5041

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

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

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

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

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.

Salary
$7.75 to $8.25 per hour, depending on qualifications and experience.
**Burke Job Posting / Job Description**

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

**Position Number**
P #5295

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

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

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

**Licenses/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 per hour, depending on qualifications and experience.
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 per hour, depending on qualifications and experience.
Burke Job Posting / Job Description

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

Position Number
P #5296

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

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

Experience
Experience working with adults with developmental disabilities.

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

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

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

Hours
Hours will vary as needed.

Salary
$8.00 per hour, depending on qualifications and experience.
Burke Job Posting / Job Description

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

Position Number
P #5299

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