



2001 South Medford Dr., Lufkin, TX 75901  
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[www.myburke.org](http://www.myburke.org)

### **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
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 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.**

06/28/2019

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1499

### **General Description**

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

### **Education**

Required: Completion of accredited program in your area of specialty

### **Licenses/Certifications**

Required: Licensed in the State of Texas as a Physician, Advanced Practice Nurse or Physician Assistant

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

### **Physical Requirements**

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

### **Hours**

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

Emergency services participation as per current policy.

### **Salary**

Negotiable, depending on certification/license

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1608

### **General Description**

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

### **Education**

Required: Completion of accredited program in your area of specialty

### **Licenses/Certifications**

Required: Licensed in the State of Texas as a Physician, Advanced Practice Nurse or Physician Assistant

Required: Physician Assistant or Advanced Practice Nurse require a certification in psychiatry in your discipline

Preferred: Current unrestricted Texas license to practice medicine; Board Certification in General Psychiatry; Certification in psychiatry in your discipline

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

Negotiable, depending on certification/license

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1609

### **General Description**

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

### **Education**

Required: Completion of accredited program in your area of specialty

### **Licenses/Certifications**

Required: Licensed in the State of Texas as a Physician

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

### **Physical Requirements**

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

### **Hours**

Monday through Friday; 8:00 a.m. to 5:00 pm

Emergency services participation as per current policy

### **Salary**

Negotiable, depending on certification/license

## Burke Job Posting/ Job Description

### **Position Title**

Data Analyst - T.R. - Informatics Department - Provider Administration  
Lufkin/Nacogdoches, TX

### **Position Number**

P #1749

### **General Description**

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

### **Education**

Required: Bachelor's degree from an accredited college or university.

Preferred: Classroom training/coursework in Microsoft Power BI or other dashboard software.

### **Experience**

Required: Experience and demonstrates proficiency in Microsoft Power BI/Tableau or other dashboard software.

Required: Proficient with Microsoft Excel.

Required: Strong analytical skills with the proven ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.

Preferred: Proven abilities to take initiative and be innovative.

Preferred: Experience with SQL or other database query language.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

Required: Must have a driving record insurable by Burke's insurance administrator.

**Physical Requirements**

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

**Hours**

Monday - Friday; generally, 8:00 a.m. to 5:00 p.m.

However, this position may require occasional after-hours work to complete job responsibilities.

**Salary**

Negotiable, depending on qualifications and experience.

Travel reimbursement is provided.

## Burke Job Posting/ Job Description

### **Position Title**

Crisis Therapist – M.C. – Mental Health Emergency Center - Lufkin, TX

### **Position Number**

P #1457

### **General Description**

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

### **Education**

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

### **Experience**

Required: At least one (1) year of full-time direct care experience working with adults with mental illness.

Preferred: Experience providing mental health crisis/emergency services in an inpatient or residential setting.

### **Licenses/Certifications**

Required: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT) or Licensed Clinical Social Worker (LCSW), with the State of Texas.

Required: Valid Texas driver's license.

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

\$52,500 annually.

## Burke Job Posting/ Job Description

### **Position Title**

Clinical Coordinator - C.B. - Angelina Mental Health Clinic - May be based in Lufkin or Nacogdoches, TX  
**"INTERNAL ONLY"**

### **Position Number**

P #1235

### **General Description**

The Clinical Coordinator is responsible for providing team leadership and supervision to all clinical personnel. Duties include leading and facilitating the multi-disciplinary treatment team; providing and facilitating emergency and mental health assessments for clients; monitoring the clinical admission and discharge criteria; authorizing, supervising, and maintaining intervention/case management services; and assisting the Service Director in clinical service delivery. Duties also include but are not limited to supervising mental health clinicians, intake worker and interns, conducting training sessions, interviewing staff for vacant positions, and reviewing and analyzing billing reports and other duties as assigned by the Service Director. The position is under the direct supervision of the Service Director.

### **Education**

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

### **Experience**

Required: At least one (1) year of full-time direct care experience working with children and adults with mental illness.

Preferred: At least one (1) year of supervisory or team leadership in which supervising direct care clinicians.

### **Licenses/Certifications**

Required: Licensed Professional Counselor - Intern (LPC-Intern), Licensed Marriage & Family Therapist Associate (LMFT Associate), or Licensed Master Social Worker (LMSW) seeking Licensed Clinical Social Worker (LCSW), with the State of Texas

Preferred: 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**

\$50,000 annually if seeking licensure.

\$55,000 annually if licensed.

## Burke Job Posting/ Job Description

### **Position Title**

Registered Nurse – M.C. – IDD Specialized Therapy - Lufkin, TX

### **Position Number**

P #1268

### **General Description**

The RN is responsible for monitoring, assessing, planning and implementing treatment to ensure adequate health care needs of individuals with intellectual and developmental disabilities living in a variety of residential settings. Duties involve working with medical professionals; providing health-related consultation and training to individuals, staff and family members; monitoring medications; maintaining confidentiality and utilizing proper documentation in the individual's primary record. Travel within our twelve (12) county region may be required.

### **Education**

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

### **Experience**

Preferred: One (1) year experience working with individuals having Developmental Disabilities in a community setting

### **Licenses/Certifications**

Required: Registered Nurse, in good standing with the State of Texas

Required: Valid Texas Driver's license

### **Special Training**

Required: Must be knowledgeable and demonstrate competency in current nursing practices and principles, which are specific to each age group of individuals. Must have a working knowledge of computers.

### **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 and/or sitting, walking, bending, or kneeling, driving a vehicle, and hand/finger dexterity

### **Hours**

Monday – Friday; generally 8:00 a.m. - 5:00 p.m.

Some after-hours work as consumer and program needs require. On-call rotation will be necessary.

### **Salary**

\$48,000-\$50,000 annually, depending on qualifications and experience

## Burke Job Posting/ Job Description

### **Position Title**

Licensed Vocational Nurse - K.B. - Care Navigation Program - Angelina Mental Health Clinic  
Lufkin, TX

### **Position Number**

P #1744

### **General Description**

The Care Navigation LVN will be part of a multidisciplinary treatment team in a 12 county region as assigned and is responsible for providing nursing care services to acutely or chronically mentally ill adult 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 Navigation Registered Nurse. Duties will include, but may not be limited to giving injections, assisting with medication monitoring, monitoring the health status of clients, completing medication consents, AIMS, assisting with psychiatric services provided via telehealth equipment, or face to face with Prescriber, assisting arrange and attending medical and other community based appointments with the client/caregiver. Perform general nursing duties 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's 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: Past 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, depending on qualifications and experience

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## Burke Job Posting/ Job Description

### **Position Title**

Care Coordinator – C.B. – System of Care – Angelina Mental Health Clinic - Lufkin, TX

### **Position Number**

P #1697

### **General Description**

This position provides mental health skills and support services to children, adolescents, and their families that reside within Burke's service area of 12 counties. This worker will perform case management, skills training, and other services such as WRAP according to the consumer's approved and prescribed treatment plan. This position will primarily work with children and adolescents who are at risk of out of home placement or are currently residing in Residential Treatment Centers (RTC). An element of travel to RTCs will be required at times. This could also require an overnight stay in the respective area that the RTC is located. This position will work closely with the Department of Family and Protective Services as well as the Juvenile Justice System. This worker must also understand the value of working collaboratively with families and community partners and willing to do whatever it takes to support families and children with behavioral health needs. Also, that they have some understanding of the need to create individualized strength-based plans. Being a part of the team and being able to effectively communicate and form relationships are essential. This position requires the worker to be highly flexible and creative. This position also provides services in accordance with Agency and Medicaid standards and requirements. Duties include conducting emergency assessments as warranted. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must.

### **Education**

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

### **Experience**

Preferred: Six (6) months' direct care experience working with children or adolescents in a behavioral healthcare or educational setting. Knowledge of growth and development. Familiarity with DSM-V diagnostic criteria.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

Preferred: LBSW.

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator. Must have reliable personal vehicle and travel routinely within the service area.

### **Physical Requirements**

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

**Hours**

Monday – Friday; Generally, 8:00 a.m. to 5:00 p.m.

As mentioned above, visits to Texas Residential Treatment Centers will require overnight stays.

**Salary**

\$35,324 - \$36,560 annually, depending on qualifications and experience.

Travel reimbursement is provided.

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – C.B. – Angelina Mental Health Clinic - Jasper, TX

### **Position Number**

P #1184

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license.  
Preferred: LBSW.

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

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

### **Salary**

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

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## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1563

### **General Description**

The Mental Health Clinician will provide direct care rehabilitative services to individual children/adolescents and their families, as well as potentially work with adults, 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 Burke and Medicaid standards and requirements. This worker will also provide Wrap around services to children and their families. 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. This worker must be empathetic and non-judgmental. This worker must believe and be able to identify the strengths and the underlying needs of the children and their families. Being a part of the team and being able to effectively communicate and form relationships are essential. This position requires the worker to be highly flexible and creative. Conflict resolution and crisis management skills are needed. Service provision will occur to individuals residing in Polk, San Jacinto, and Tyler Counties. Performs duties under the supervision of the unit Clinical Coordinator. As this position will require some travel to remote areas, reliable transportation is required.

### **Education**

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

### **Experience**

Preferred: Six (6) months' direct care experience working with children or adolescents in a behavioral healthcare or educational setting. Knowledge of growth and development. Familiarity with DSM-IV diagnostic criteria.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

Preferred: LBSW.

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator. Must have a reliable personal vehicle and travel routinely within the service area.



**Physical Requirements**

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

**Hours**

Monday - Friday; generally, 8:00 a.m. to 5:00 p.m.

However, this position may require occasional after-hours work to complete job responsibilities.

**Salary**

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

Travel reimbursement is provided.

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Intervention Specialist – C.B. – Angelina Mental Health Clinic - Lufkin, TX

### **Position Number**

P #1241

### **General Description**

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

### **Education**

Required: Bachelor's degree in Social Work, Psychology, or other Human Services Field from an accredited college or university.

### **Experience**

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

Preferred: Six (6) months' experience in a Juvenile or Criminal Justice Setting.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **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**

Monday through Friday; generally; 8:00 a.m. to 5:00 p.m. This position also requires the provision of service/care after-hours or on weekends when necessary.

### **Salary**

\$32,924 to \$35,396 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – K.B. – Care Navigation Program – Angelina Mental Health Clinic  
Lufkin, TX

### **Position Number**

P #1746

### **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 25 pounds, prolonged standing, walking, driving a vehicle, and hand/finger dexterity

### **Hours**

Monday-Friday; 8am-5pm

### **Salary**

\$32,924-\$34,160 annually, depending on qualifications and experience

Travel reimbursement is provided.

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – C.B. – Angelina Mental Health Clinic - Lufkin, TX

### **Position Number**

P #1092

### **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'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, Houston, Jasper, Newton, and Sabine 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: 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. Must have reliable personal vehicle and travel routinely within the service area.

### **Physical Requirements**

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

### **Hours**

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

May require occasional after-hours work to complete job responsibilities.

### **Salary**

\$32,924 to \$34,160 annually, depending on qualifications and experience. Travel reimbursement provided.

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1751

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license.

Preferred: LBSW

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

Monday-Friday; 8am-5pm

### **Salary**

\$32,924 annually.

Travel reimbursement is provided.

## Burke Job Posting/ Job Description

### **Position Title**

Peer Specialist - J.D. - Polk Mental Health Clinic - Livingston, TX

### **Position Number**

P #1533

### **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, transporting clients to and from the clinic, and other duties that may be assigned.

### **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: 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.

Required: 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.

### **Physical Requirements**

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

### **Hours**

Monday - Friday; Generally, 8:00am-5:00pm.

After hours as necessary.

### **Salary**

If non-certified, \$22,000 annually, Certified, \$24,000 annually.

Meeting Preferred: \$32,124 to \$33,360

## Burke Job Posting/ Job Description

### Position Title

Peer Specialist – C.B. – Angelina Mental Health Clinic - 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

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: 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.

Required: 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

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

### Hours

Monday - Friday; Generally, 8:00 a.m. to 5:00 p.m.

### Salary

Meeting basic requirements: \$22,000 annually; Certified, \$24,000 annually.

Meeting Preferred: \$32,124 to \$33,360.

## Burke Job Posting/ Job Description

### Position Title

Peer Specialist – C.B. - Angelina Mental Health Clinic - Lufkin, TX

### Position Number

P #1753

### 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, transporting clients to and from the clinic, and other duties that may be assigned.

### 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: 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.

Required: 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.

### Physical Requirements

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

### Hours

Monday - Friday; Generally, 8:00am - 5:00pm.

After hours as necessary.

### Salary

If non-certified, \$22,000 annually, Certified, \$24,000 annually.

Meeting Preferred: \$32,124 to \$33,360



## Burke Job Posting/ Job Description

### Position Title

Service Coordinator - R.H. - Service Coordination - Jasper & Kirbyville, TX

### Position Number

P #1588

### General Description

The Service Coordinator is responsible for on-going direct supports to individuals served in General Revenue Programs and in the Community First Choice Waiver. 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'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. Self-discipline, flexibility, and time-organization skills are a must. This position is housed in Kirbyville, TX.

### Education

Required: Bachelor's degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, Criminal Justice, or with a major in a social, behavioral or human services field from an accredited college or university and/or two years paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program prior to April 1st, 1999.

### Licenses/Certifications

Required: Valid Texas driver's license

### Physical Requirements

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

### Hours

Monday - Friday; 8 a.m. - 5 p.m.

After hours work may be required to meet consumer and program needs.

### Salary

\$31,300 - \$36,100 annually; depending on education and experience

## Burke Job Posting/ Job Description

### **Position Title**

Service Coordinator - R.H. - Service Coordination - Lufkin, TX

### **Position Number**

P #1471

### **General Description**

The Service Coordinator is responsible for on-going direct supports to individuals served in General Revenue Programs and in the Community First Choice Waiver. 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'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. Self-discipline, flexibility, and time-organization skills are a must. Bilingual (Spanish/English) is preferred.

### **Education**

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

### **Experience**

Preferred: One (1) year of Service Coordinator experience.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Physical Requirements**

Required: Applicant 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 50 lbs) while assisting consumers, and carrying charts and equipment during a work day. Reliable transportation is required.

### **Hours**

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

### **Salary**

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

## Burke Job Posting/ Job Description

### **Position Title**

Support Staff - P.P. - Early Childhood Intervention - Lufkin, TX

### **Position Number**

P #1254

### **General Description**

Responsibilities include: scheduling referrals, entering information into a database; answering the phone and efficiently directing calls to various staff; maintaining, organizing and filing assigned reports and records; providing assistance to ECI staff; and other duties as assigned by supervisor. Requires knowledge of word processing and database software programs and must have excellent telephone and communication skills.

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

Required: One (1) consecutive year of responsible clerical experience with good receptionist skills. Knowledge of Microsoft Word and Excel.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

Required: Must be physically able to complete CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

Required: Must have visual and auditory skills to handle telephone, receptionist duties; mobility required to bend, reach, lift (up to 50 lbs), while carrying charts and equipment during a work day; ability to sit or stand for prolonged periods of time; fine motor skills for legible handwriting and typing.

### **Hours**

Monday-Friday; 8am-5pm.

### **Salary**

\$22,000 annually

## Burke Job Posting/ Job Description

### Position Title

Support Staff - C.B. - Angelina Mental Health Clinic - Lufkin, TX

**"INTERNAL ONLY"**

### Position Number

P #1514

### General Description

This position is responsible for, but not limited to, scanning documents into electronic charts, assisting clinical staff with scheduling, providing back up to records clerk in completing record requests and preparing charts for appointments, as well as other miscellaneous duties including phone and reception duties. Must have good organizational skills.

### Education

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

### Experience

Preferred: Minimum of one year office experience and/or experience working in a medical or mental health-related setting.

### Physical Requirements

Required: Must have visual and auditory skills to type efficiently, and utilize computer and calculator. Must be able to sit for extended periods of time throughout the workday. Sight, hearing, verbal/communication skills, lifting up to 25 pounds, walking, driving vehicle, legible handwriting and hand/finger dexterity are all needed skills.

### Hours

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

### Salary

\$22,000 annually.

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant – Newton Group Home – C.H. – Newton, TX

### **Position Number**

P #184

### **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 involve supervising day-to-day living activities; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. The RA provides active treatment training 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 active treatment data, 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: 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.

### **Physical Requirements**

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

### **Hours**

Monday – Friday; 12pm – 8:00pm.

Additional hours may be required for staff and consumer meetings/trainings.

### **Salary**

\$20,800 annually

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant - Pineland Group Home - C.H. - Pineland, TX

### **Position Number**

P #557

### **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; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. 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 active treatment data, medication inventory records, and progress reports. Other documentation is required on an as-needed basis. Reliable transportation 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 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.

### **Physical Requirements**

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

### **Hours**

Monday - Friday; 12:00 noon - 8:00 p.m.

### **Salary**

\$20,800 annually

## Burke Job Posting/Job Description

### **Position Title**

Residential Assistant - C.B. - Diboll Group Home - Diboll, TX

### **Position Number**

P #565

### **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 - (1) 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; 1:30pm-9:30pm. Additional hours required for staff and consumer meetings.

### **Salary**

\$20,800 annually

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant - C.H. - West Bay Group Home - Jasper, TX

### **Position Number**

P #570

### **General Description**

The Residential Assistant (RA) is responsible for providing guidance and care for individuals with intellectual development disability 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 provides active treatment training 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. The RA is also responsible for ensuring that the group home environment includes activity notes, medication inventory records, active treatment, 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: 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.

### **Physical Requirements**

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

### **Hours**

Monday - Friday; 12:00pm - 8:00pm.

Additional hours may be required for staff and consumer meetings.

### **Salary**

\$20,800 annually



## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant -Freeman ALU - B.E. - Home and Community Based Services (HCS) Lufkin, TX

### **Position Number**

P #886

### **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 all parts of Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, and 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 - Friday; 2:30pm - 10:30pm.

### **Salary**

\$20,800 annually.

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant - Cherry ALU - B.E. - Home and Community Based Services (HCS)  
Lufkin, TX

### **Position Number**

P #1469

### **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, lifting up to 50 pounds, prolonged standing, walking, climbing stairs, bending or kneeling, driving a vehicle, and hand/finger dexterity.

### **Hours**

WEEKNIGHTS: Monday-Thursday; 10:30pm-8:30am

### **Salary**

\$20,800 annually

## Burke Job Posting/ Job Description

### Position Title

Residential Assistant – Rushwood ALU – B.E. – Home and Community Based Services (HCS)  
Lufkin, TX

**“FEMALE APPLICANTS ONLY”**

### Position Number

P #1644

### 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, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity.

### Hours

Monday-Friday; 2:30pm-10:30pm

### Salary

\$20,800 annually

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant - Rushwood ALU - B.E. - Home and Community Based Services (HCS)  
Lufkin, TX

**"FEMALE APPLICANTS ONLY"**

### **Position Number**

P #1645

### **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, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity

### **Hours**

(Weekends: 40 hours)

Friday: 10:30pm-10:30am;

Saturday: 7:30pm-10:30am;

Sunday: 7:30pm-8:30am

### **Salary**

\$20,800 annually

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

06/28//2019

## Burke Job Posting / Job Description

### **Position Title**

Crisis Therapist - M.C. - 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.

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-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**

PRN/Licensed Vocational Nurse - T.L. - Integrated Care - Lufkin, TX

### **Position Number**

P #2248

### **General Description**

The LVN is responsible for providing nursing services to clients at Burke's Integrated Care Clinic. Duties include: assisting the MD, PA or APN with client care, taking vital signs, documenting medications in the EMR, giving injections, completing appropriate nursing assessments, perform EKG's, collecting and overseeing labs and orders via tracking and requisitions, completing prescription refills with authorization, and answering client phone calls. Other responsibilities include documentation and inventory of all medications, client education, 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: 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**

Monday - Friday; 8:00 am - 5:00 pm. (typically 12-24 hours per week)

### **Salary**

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

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #2248

### **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.



## Burke Job Posting/ Job Description

### **Position Title**

Transporter (Part-Time) – K.B. – Care Navigation Program – Nacogdoches Mental Health Clinic – Nacogdoches, TX

### **Position Number**

P #2252

### **General Description**

The Care Navigation Program Transporter will provide client transportation services, as part of a multidisciplinary team, caring for clients enrolled in services with chronic mental illness. The Transporter will assist in the tracking of client appointments in the clinical offices at Burke, as well as in the community with providers, and other community resources, as outlined in the client's treatment plan of care. The transporter will ensure that the client reaches and completes these specified appointments in a timely and safe manner. The Transporter will engage the client and their caregivers with excellent customer service and customer focus, in a supportive communicative manner, and also demonstrate excellent listening and decision making skills. Transporter will perform duties under the supervision of the Care Navigation Registered Nurse. 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. Reliable transportation is required.

### **Education**

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

### **Experience**

Preferred: Six (6) months experience working with adults in a client general health care or Mental Health Care services capacity.

### **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. Applicant 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, hand/finger dexterity

### **Hours**

Monday-Friday; 29 hours per week, during the hours of 8am-5pm

### **Salary**

\$11.00 per hour

Travel reimbursement is provided.

## Burke Job Posting/ Job Description

### **Position Title**

I.S. Support Staff/PART-TIME – C.B. – Information Services - Lufkin, TX

### **Position Number**

P #5270

### **General Description**

The I.S. Support Staff position is responsible for providing administrative assistance and technical support to the Information Services Department and employees of Burke. Duties include: answering the Information Services Help Desk Phone, unlocking Active Directory Accounts, terminating Cerner/ Anasazi sessions, installing Windows O.S. on laptops and desktops, ordering computers and perform general filing and copy work as needed. Applicant must have strong computer and interpersonal/communication skills.

### **Education**

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

Preferred: College courses in computer science.

### **Experience**

Preferred: Six (6) months working with Windows Active Directory. Working knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software. (MSWord, Excel, Access, PowerPoint).

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Physical Requirements**

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

### **Hours**

Monday-Friday; 29 hours per week between the hours of 8:00 a.m. – 5:00 p.m.

### **Salary**

\$10.00 per hour.

## Burke Job Posting/ Job Description

### **Position Title**

PART-TIME Shipping Clerk - A.J. - East Texas Behavioral Healthcare Network/ETBHN Lufkin, TX

### **Position Number**

P #5250

### **General Description**

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

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

Required: Must have a driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

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

### **Hours**

Monday - Friday; 29 hours per week.

### **Salary**

\$9.00 per hour

## Burke Job Posting / Job Description

### **Position Title**

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

### **Position Number**

P #5041

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Physical Requirements**

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

### **Hours**

*(WEEKENDS ONLY)*

Saturday: 10:30am - 7:30pm

Sunday: 10:30am - 7:30pm

### **Salary**

\$9.00 per hour

## Burke Job Posting/ Job Description

### Position Title

Transporter (Part-Time) – M.C. – Nacogdoches Mental Health Clinic – Nacogdoches, TX

### Position Number

P #2252

### General Description

The Transporter will provide client transportation services, as part of a multidisciplinary team, caring for clients enrolled in services with chronic mental illness. The Transporter will assist in the tracking of client appointments in the clinical offices at Burke, as well as in the community with providers, and other community resources, as outlined in the client's treatment plan of care. The transporter will ensure that the client reaches and completes these specified appointments in a timely and safe manner. The Transporter will engage the client and their caregivers with excellent customer service and customer focus, in a supportive communicative manner, and also demonstrate excellent listening and decision making skills. Transporter will perform duties under the supervision of the Clinical Coordinator. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must.

### Education

Required: Graduation from an accredited high school or its equivalent

### Experience

Preferred: Six (6) months experience working with adults in a client general health care or Mental Health Care services capacity

### 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. Applicant 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, hand/finger dexterity

### Hours

Monday-Friday; 29 hours per week

### Salary

\$9.00 per hour

Travel reimbursement is provided.

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5246

### **General Description**

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

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

Monday - Sunday; preferably morning hours

### **Salary**

\$8.00 - \$9.00 per hour

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5298

### **General Description**

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

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

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

Preferred: One (1) year of continuous responsible experience working with individuals with intellectual and disabilities in a direct service role.

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

\$8.00-\$9.00 per hour

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5293

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license.

Preferred: Valid Texas commercial driver's license (CDL)

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

Hours will vary as needed.

### **Salary**

\$8.00 - \$9.00 per hour



## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant - C.H. - Newton Group Home - Newton, TX

### **Position Number**

P #5295

### **General Description**

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

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

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

### **Licenses/Certification**

Required: Valid Texas driver's license

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

Hours will vary as needed.

### **Salary**

\$8.00 - \$9.00 per hour

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant - C.H. - Kirbyville Group Home - Kirbyville, TX

### **Position Number**

P #5294

### **General Description**

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

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

Hours will vary as needed.

### **Salary**

\$8.00 - \$9.00 per hour

## Burke Job Posting/ Job Description

### Position Title

Residential Assistant - C.H. - Pineland Group Home - Pineland, TX

### Position Number

P #5296

### General Description

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

### Education

Required: Graduation from an accredited high school or its equivalent

### Experience

Preferred: Experience working with adults with developmental disabilities.

### Licenses/Certifications

Required: Valid Texas driver's license

### Special Requests or Comments

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

### Physical Requirements

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

### Hours

Hours will vary as needed.

### Salary

\$8.00 - \$9.00 per hour

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant - C.B. - Cunningham Group Home - Lufkin, TX

### **Position Number**

P #5299

### **General Description**

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

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

Hours will vary as needed.

### **Salary**

\$8.00 - \$9.00 per hour

## Burke Job Posting/ Job Description

### **Position Title**

Litter Crew Member - C.P. - Burke Industries - Sabine and San Augustine Counties, TX

### **Position Number**

P #5102

### **General Description**

The Litter Crew Member involves being 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