



2001 South Medford Dr., Lufkin, TX 75901
Phone: (936) 639-1141 Fax: (936) 634-8601
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.

07/12/2019

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

Therapist - C.B. - Angelina Mental Health Clinic - Lufkin, TX

Position Number

P #1640

General Description

This position provides direct clinical services, predominantly advanced individual and group therapy services to children, adolescents and adults. Duties may include completing diagnostic evaluations and comprehensive treatment plans; providing Head Start assessments, providing and facilitating emergency and mental health assessments; monitoring the clinical admission and discharge criteria; authorizing and maintaining intervention/case management services; and assisting the clinical coordinators in clinical service delivery. Duties also include occasional supervision of the multi-disciplinary treatment team, conducting training sessions, providing contract therapy, and reviewing and analyzing clinical reports and other duties as assigned by the clinical coordinator or service director. Position will be housed in Lufkin, but travel within a twelve (12) county region may be required.

Education

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

Experience

Preferred: At least one (1) year of full-time direct care experience working with adults or families, children, or adolescents in a community mental health/medical setting.

Licenses/Certifications

Required: Licensed Professional Counselor Intern (LPC-I), Licensed Marriage and Family Therapist Associate (LMFTA) or Licensed Master Social Worker currently working towards their LCSW, with the State of Texas. Individuals waiting to apply for licensure based on acquiring supervision will also be considered.

Required: Valid Texas Driver's license.

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

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

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

Salary

\$50,000 annually fully licensed; \$40,000 annually if working towards licensure.

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

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #1752

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license
Required: Texas Licensed Vocational Nurse..

Physical Requirements

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

Special Requests or Comments

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

Hours

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

Salary

\$38,000 annually.

Burke Job Posting/ Job Description

Position Title

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

Position Number

P #401

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Preferred: LBSW.

Special Requests or Comments

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

Physical Requirements

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

Hours

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

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

Salary

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

Travel reimbursement is provided.

Burke Job Posting/ Job Description

Position Title

Care Coordinator – M.S. – 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.

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

Position Number

P #1303

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 clinician 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: LBSW.

Physical Requirements

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

Special Requests or Comments

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

Hours

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

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

Salary

\$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 Navigation Program – Angelina Mental Health Clinic
Lufkin, TX

Position Number

P #1706

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 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

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

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

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

Burke Job Posting/Job Description

Position Title

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

Position Number

P #5273

General Description

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

Education

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

Experience

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

Licenses/Certifications

Required: Speech/Language Pathology, licensed by the Texas State Board of Examiners for Speech-Language Pathology and Audiology.

Required: Valid Texas Driver's license

Physical Requirements

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

Hours

Monday through Friday, hours will vary as needed.

Salary

Negotiable, depending on qualifications and experience.

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

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