

Burke Center

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NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

PHYSICIAN, ADVANCED PRACTICE NURSE, PHYSICIAN ASSISTANT (P #734) – J.S. – ANGELINA MENTAL HEALTH CLINIC, LUFKIN, TEXAS

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

EDUCATION:

Required: Completion of accredited program in your area of specialty

LICENSES/CERTIFICATIONS:

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

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

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

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

SALARY: Negotiable, depending on certification/license.

SPEECH/LANGUAGE PATHOLOGIST (P #1012) – P.P. – CORNERSTONE ECI PROGRAM, LIBERTY COUNTY (This position will be housed in the Cleveland Office)

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

EDUCATION:

Required: Master's degree in Speech/Language Pathology, with Clinical Competency Certification, from and accredited college or university.

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Speech/Language Pathology, licensed by the State Committee of Examiners for Speech/Language Pathology and Audiology, and Certification of Clinical Competency from the American Speech and Hearing Association.

SPECIAL REQUESTS OR COMMENTS: Must be physically able to complete CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by the Center's insurance administrator.

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

HOURS: Flexible

SALARY: Negotiable, depending on qualifications and experience.

REGISTERED NURSE/NURSE SUPERVISOR (P #1448) – S.C. – IDD COMMUNITY PROGRAMS, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Registered Nurse/Nurse Supervisor is responsible for: assessing, implementing, and evaluating the health care needs for individuals of all ages with intellectual and developmental disabilities who receive services from Burke Center (HCS, TxHmL, ICF/MR, and GR) and supervising LVNs working for these programs in a 12 county area. Duties include, but are not limited to: identifying/performing nursing/medical assessments, monitoring staff assistance with medications, implementing and/or monitoring nursing intervention, and developing policies and health related trainings. The RN will maintain confidentiality and ensure appropriate documentation is maintained in the individual's medical record. The RN will provide health-related training to individuals, families and staff as needed and oversee training done by LVNs. The RN provides supervision to IDD Program LVNs including, but not limited to: hiring, quality and time management, consultation, and disciplinary action. The RN ensures that LVNs submit required documentation accurately and in a timely manner. This position serves consumers within our 12-county area; therefore travel is required in personal vehicle and is reimbursed on a per mile basis (if agency vehicle is unavailable). On-call rotation is required approximately every 4-6 weeks. The RN will have responsibility for a variable caseload and may need to cover for LVNs in their absence.

EDUCATION:

Required: Graduation from an accredited school of nursing.

EXPERIENCE:

Required: One (1) year nursing supervisory experience.

Preferred: 6 months experience working in a behavioral healthcare setting and/or with individuals with intellectual and developmental disabilities.

LICENSE/CERTIFICATIONS:

Required: Registered Nurse, in good standing, with the State of Texas. Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Generally, 8:00 a.m. to 5:00 p.m.; Monday through Friday. After hours as necessary to meet consumer and program needs. On-call rotation required.

SALARY: \$50,000 to \$55,000 annually, depending on qualifications and experience.

SERVICE DIRECTOR (P# 515) – J.S. – POLK MENTAL HEALTH & FAMILY COUNSELING ASSOCIATES, LIVINGSTON, TEXAS

GENERAL DESCRIPTION: The Service Director is responsible for developing, implementing and managing all administrative and clinical systems of the outpatient adult and child/adolescent mental health clinics. Some responsibilities include: managing fiscal, productivity and utilization data to efficiently allocate resources and deliver services to the target population; selecting, training, and retaining staff; managing information, environmental and fiscal resources; developing program initiatives to improve performance; preparing and monitoring budgets; maintaining quality of care specific to state mandated resiliency and disease management services; supervising clinical coordinator(s), therapists, support staff supervisors, mental health clinicians, and support staff; overseeing utilization management of services provided, records management, and performance evaluations; and reviewing and monitoring authorizations for mental health services. These clinics cover service provision in Polk, San Jacinto, and Tyler Counties; this includes the supervision of a satellite clinic in Woodville. This position reports to the Outpatient Mental Health 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 three (3) years full-time experience in a psychiatric or mental health setting; minimum of one (1) year full-time supervisory experience.

LICENSES/CERTIFICATIONS:

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

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 the Center's insurance administrator.

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

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

SALARY: \$50,000 to \$51,500 annually, depending on qualifications and experience.

RESIDENTIAL ASSISTANT – OLETA ALU (P #1204) – B.D. – HOME & COMMUNITY BASED SERVICES (HCS), LUFKIN, TEXAS

GENERAL DESCRIPTION: The Residential Assistant provides training and care for individuals with mental retardation 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:

Required: Must have six (6) months direct care experience for individuals with intellectual and developmental disabilities. Must have the ability to use a computer to document appropriately and deep detailed records.

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 mental retardation in a direct care role.

LICENSES/CERTIFICATION:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: 10:30 p.m. to 8:30 a.m., Monday through Thursday.

SALARY: \$17,880 annually, increasing to \$19,320 annually after successful completion of six-month probation.

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

SUPPORT STAFF (P #5638) - N.S.- JASPER MENTAL HEALTH CLINIC, JASPER, TEXAS

GENERAL DESCRIPTION: The Support Staff position is based in Jasper, Texas at the Jasper Mental Health outpatient facility. This individual is responsible for receptionist/clerical duties of the Jasper Outpatient Mental Health Clinic; answering multiline telephone, greeting and presenting clients for appointments, filing, scanning, faxing, accepting and processing and tracing client fees and PAP apps, data entry, ordering supplies, maintaining schedules and records. May require occasional travel to the Lufkin area.

EDUCATION:

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

EXPERIENCE:

Required: 12 months full-time clerical and computer operation experience.

Proficient in Microsoft Word .

Preferred: 2 years full-time receptionist experience. Experience with Microsoft Excel.

LICENSES/CERTIFICATIONS:

Required: Must be physically able to complete SAMA, CPR, First Aid, and Defensive Driving, as well as Essential Learning Training Modules.

Must have a driving record insurable by the Center's insurance administrator. Must have the ability to handle multiple responsibilities.

PHYSICAL REQUIREMENTS: Must use visual and motor skills to type efficiently, utilize computer and calculator, and sit for long periods of time. Must be able to 25 pounds and must have legible handwriting.

HOURS: May vary, (24 to 30), Monday through Friday.

PAY: \$9.00 per hour.

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATION:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Varied as needed.

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Hours vary as needed.

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