

Burke Center

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NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

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

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

EDUCATION:

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

LICENSES/CERTIFICATIONS:

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

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

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

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

SALARY: Negotiable, depending on certification.

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

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

SPECIAL REQUESTS OR COMMENTS:

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

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

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

SALARY: Negotiable, depending on qualifications and experience.

LICENSED VOCATIONAL NURSE (P #1268 & #1465) – M.N. – IDD COMMUNITY PROGRAMS, LUFKIN, TEXAS

GENERAL DESCRIPTION: The LVN is responsible for monitoring, assessing, 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.

EDUCATION:

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

EXPERIENCE:

Preferred: One (1) year responsible experience working with individuals having developmental disabilities in a community setting.

LICENSE/CERTIFICATIONS:

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

SPECIAL TRAINING:

Required: (1) Must be knowledgeable and demonstrate competency in current nursing practices and principles, which are specific to each age group of individuals. (2) Must have a working knowledge of computers.

SPECIAL REQUESTS OR COMMENTS:

Required: Must be physically able to complete Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving. Additional unit training requirements. 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 standing and/or 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. Some after hours work as consumer and program needs require. On-call rotation will be necessary.

SALARY: \$31,404 to \$33,192 annually, depending on qualifications and experience.

MENTAL HEALTH CLINICIAN (P #1300) – J.P - NACOGDOCHES MENTAL HEALTHCARE CENTER, NACOGDOCHES, TEXAS

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 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 Nacogdoches, San Augustine, and Shelby Counties. Performs under the supervision of the unit Clinical Coordinator. This position will require some 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: LSW.

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 the Center's insurance administrator. Must have reliable personal vehicle and travel routinely with the service area.

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

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

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

MENTAL HEALTH CLINICIAN (P #1383) – J.R. – ANGELINA MENTAL HEALTHCARE CENTER, LUFKIN, TEXAS

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

Preferred: LSW.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

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

HCS/TxHmL CASE MANAGER / PROGRAM MONITOR (P#1282) –K.M. – HOME & COMMUNITY-BASED SERVICES, LUFKIN, TEXAS

GENERAL DESCRIPTION: The HCS/TxHmL Case Manager/Program Monitor provides on-going direct supports for individuals served in the HCS and Texas Home Living Programs. Duties include, but are not limited to: providing coordinating activities, completing assessments and developing a person-centered plan with appropriate justification of services. The Case Manager monitors the delivery of services, including service utilization and progress on training, and provides timely documentation of such. The position will provide crisis intervention as necessary and interact with families, team members, and community resources. Confidentiality of consumer affairs must be strictly enforced. Policies and procedures of the Burke Center must be followed to accomplish the mission “Working Together to Improve Lives”. This position must understand and utilize programmatic reimbursement practices and provide appropriate billing for services.

EDUCATION:

Required: Graduation from an accredited high school or its equivalent (GED) **AND** eight (8) years of full-time employment experience with a program providing community-based services for individuals with intellectual and developmental disabilities.

Preferred: Bachelor’s degree from an accredited college or university in Social Work, Rehabilitation, Psychology, Counseling, Sociology, Human Development, or Educational Psychology, or with a major in a social, behavioral or human services field; **OR** Associates Degree from an accredited college or university in a Human Service field **AND** at least two (2) years of paid employment experience working with individuals with intellectual and developmental disabilities in a community residential setting.

EXPERIENCE:

Required: See above, plus must have good computer skills to document in electronic medical record.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver’s license.

PHYSICAL REQUIREMENTS: Must be physically able to complete all required training to include: Satori Alternative 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; mobility required to bend, reach, lift (up to 50 lbs.) while assisting consumers, completing SAMA course. Reliable transportation required.

HOURS: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. After hours and weekend work may be required to meet consumer and program needs. Routine daily travel is required.

SALARY: \$25,044 to \$29,088 annually, depending on qualifications and experience.

CERTIFIED PHARMACY TECHNICIAN (P #1466) - L.S. – EAST TEXAS BEHAVIORAL NETWORK, LUFKIN, TEXAS

DESCRIPTION: This position will work as a pharmacy technician primarily working with and assisting the Pharmacist in dispensing prescriptions in accordance with State guidelines and additional guidelines established by the Pharmacist. Other duties may be assigned, as needed, in order to facilitate the operations of the pharmacy.

EDUCATION:

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

EXPERIENCE:

Required: National and State Licenses

Preferred: Experience typing with Morris & Dickson's Prism program.

LICENSES/CERTIFICATIONS:

Required: Must have Texas State License and be nationally recognized by the Pharmacy Technician Certification Board.

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.

SALARY: \$24,205 to \$26,780 annually, depending on qualifications and experience

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

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

EDUCATION:

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

EXPERIENCE:

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

Preferred: Three (3) continuous years of responsible experience working with individuals with developmental disabilities in a direct service role.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

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

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

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

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

EDUCATION:

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

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

EXPERIENCE:

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

LICENSES/CERTIFICATION:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Varied as needed.

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Hours vary as needed.

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

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

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

EDUCATION:

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

EXPERIENCE:

Required: Experience working with adults with developmental disabilities.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Varied as needed.

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