

# Burke Center

---

2001 South Medford Dr., Lufkin, Texas 75901  
Phone (936) 639-1141 Fax (936) 639-0905  
[www.burke-center.org](http://www.burke-center.org)

## 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.

**PHYSICAL THERAPIST (P #1173) – P.P. – CORNERSTONE ECI PROGRAM, JASPER/NEWTON/TYLER COUNTIES**

**GENERAL DESCRIPTION:** This position provides motor therapy and evaluations as recommended by the interdisciplinary 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:**

**Preferred:** 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, 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.

**SALARY:** Negotiable, depending on qualifications and experience.

**OCCUPATIONAL THERAPIST (P #1294) – P.P. - CORNERSTONE EARLY CHILDHOOD INTERVENTION PROGRAM, LIBERTY/POLK COUNTIES**

**GENERAL DESCRIPTION:** This position provides occupational therapy services and evaluations as recommended by the interdisciplinary team to developmentally delay and or/medically at risk children age birth to three (3) years in 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:** Degree in Occupational Therapy from an accredited college or university.

**EXPERIENCE:**

**Preferred:** One (1) years' experience working with birth to three (3) years of age/or preschool children.

**LICENSES/CERTIFICATIONS:**

**Required:** Occupational Therapist licensed by the Texas State Board of Occupational Therapy Examiners.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** CPR, First Aid, 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.

**SALARY:** Negotiable, depending on qualifications and experience.

**PSYCHOLOGIST (P # 1492) – L.V. -ESSENTIAL SERVICES/IDD AUTHORITY- LUFKIN, TEXAS).**

**GENERAL DESCRIPTION:** The psychologist will be responsible for completing all standardized testing and in validating/endorsing previous test results of external sources to determine an individual's eligibility for Intellectual and Developmental Services. Upon completion of the test, the psychologist will be responsible for notifying the individual of their findings and for the referral to appropriate services. The psychologist will also be responsible for assisting in completing screenings, the initial discussion of services; and annual Interest List contacts of persons waiting for Home Community-based services. The psychologist will also be responsible for completing assessment needed for court order placement and testing at court hearings.

**EDUCATION:**

**Required:** Master's degree in Psychology or related field.

**EXPERIENCE:**

**Required:** One (1) year of employment experience in the filed of intellectual and developmental disabilities and graduate course work or one year of supervised experience in individual intellectual and behavior assessment.

**LICENSES/CERTIFICATIONS:**

**Required:** Licensed as a Psychological Associate (PA) by the State of Texas or eligible for licensing; and a Valid Texas Driver License.

**Preferred:** DADS DMR Certification

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** CPR, First Aid, SOMA, 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:** 8:00 AM to 5:00 P.M. possibly some after hours.

**SALARY:** Negotiable, depending on qualifications and experience.

**SUPPORT SERVICES SUPERVISOR (P#230) - J.P. – BURKE CENTER MENTAL HEALTHCARE/  
FAMILY COUNSELING ASSOCIATES, NACOGDOCHES, TEXAS**

**GENERAL DESCRIPTION:** The Support Services Supervisor is responsible for the management and organization of the support staff and general office management. Duties include clinical records management, fee collection systems, preparation and maintenance of clinical databases, requisition of supplies and coordination of mail flow. Provides monthly and quarterly reports and audits as requested by Service Director and serves as Designated Records Monitor (DRM). The Support Services Supervisor will maintain effective working relations with consumers and outside agencies and must interact effectively with the clinical and support staff to ensure all clinical standards are in compliance. Requires knowledge of word processing and database software programs, typing skills and must have excellent telephone and communication skills.

**EDUCATION:**

Required: Graduation from an accredited high school or it's equivalent.

**EXPERIENCE:**

**Required:** Five (5) years' experience in full-time secretarial practices and office organization/management.

**Preferred:** At least one (1) year of supervisory experience. Experience working in a medical and or mental health related setting.

**LICENSES/CERTIFICATONS:**

Required: Valid Texas Driver's License.

**SPECIAL REQUESTS OR COMMENTS:**

Required: Work environment requires professional contact and interaction with adults diagnosed with severe and persistent mental illness. Defensive driving training. Must have driving record insurable by the Center's insurance administrator.

Preferred: Notary Public.

**PHYSICAL REQUIREMENTS:** Must have visual and auditory skills to handle telephone, receptionist and transcription duties; mobility required to bend, reach, lift (up to 50 lbs), while carrying charts and equipment during a work day; fine motor skills for legible handwriting and typing.

**HOURS:** 8:00 a.m. to 5:00 p.m., Monday through Friday (occasional after hours as necessary).

**SALARY:** \$23,700 to \$25,000 annually, depending on qualifications and experience.

**HOME MANAGER/DAY PROGRAMMER (P #174) – C.Y. – NACOGDOCHES GROUP HOME, NACOGDOCHES, TEXAS**

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

**EDUCATION:**

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

**EXPERIENCE:**

**Required:** Six (6) month’s continuous experience working with individuals with mental retardation or developmental delays in a direct care role.

**Preferred:** One (1) continuous year’s experience working with individuals with mental retardation or developmental delays. One (1) year of secretarial or clerical experience. Effective computer skills are required. Must be able to demonstrate a working knowledge of Microsoft Word.

**LICENSES/CERTIFICATIONS:**

**Required:** Valid Texas Driver’s License

**Preferred:** Valid Texas Commercial Drivers License (CDL)

**Required:** Must obtain a Texas Commercial Driver’s License (CDL) within (3) months of hire.

**SPECIAL REQUESTS OR COMMENTS:**

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

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

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

**SALARY:** \$22,499 annually.

**SUPPORT STAFF III – SECRETARY/RECEPTIONIST (P #598) – S.C. – IDD COMMUNITY PROGRAMS, LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** The Support Staff III is responsible for performing a wide variety of secretarial duties for the IDD Community Programs (HCS & TxHmL). Duties include but are not limited to: typing letters, reports, forms, and other documents as needed; serving a unit timekeeper for 50+ staff and keeping an accurate accounting of each staff's available leave; sorting/distributing incoming/outgoing mail and packages; filing and organization of consumer charts (serves as Designated Records Monitor for unit); ordering/storing supplies; preparing/updating manuals, answering a telephone system for 20+ staff; relaying messages promptly and accurately; management of required forms for staff and consumers, weekly updating on-call books, tracking a variety of paperwork; representing a positive attitude at all times; greeting and assisting staff, consumers, and visitors; and helping maintain a neat office appearance. This position serves as backup for the management of house keys and office vehicles for unit staff. Good verbal and written communication skills. The position is under the direct supervision of the Director of Waiver Programs.

**EDUCATION:**

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

**EXPERIENCE:**

**Required:** Minimum of two (2) years secretarial experience. Proficient with computer programs, including word processing and spreadsheets.

**Preferred:** One (1) year full-time experience in a community behavioral healthcare setting. Experience in a busy office setting.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** Must have a driving record insurable by the Center's insurance administrator.

**PHYSICAL REQUIREMENTS:** Must be physically able to complete Satori Alternatives for Managing Aggression (SAMA), CPR, and First Aid training modules. Sight, hearing, talking, lifting up to 25 pounds, driving a vehicle, and fine motor skills.

**HOURS:** Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. After hours as necessary to meet program and consumer needs.

**SALARY:** \$19,000 to \$22,000 annually, depending on experience and qualifications.

**RESIDENTIAL ASSISTANT (P #175) - C.Y. - NACOGDOCHES GROUP HOME, NACOGDOCHES, 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 mental retardation or developmental disabilities in a direct service role.

**Preferred:** One (1) year of continuous responsible experience working with individuals with mental retardation or developmental disabilities in a direct service role.

**LICENSES/CERTIFICATIONS:**

**Required:** Valid Texas Driver's License.

**Preferred:** Valid Texas Commercial Driver's License (CDL).

**Required:** Must obtain a Texas Commercial Driver's License (CDL) within (3) months of hire.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** Must be physically able to complete 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:** 6:00 p.m. to 7:30 a.m. two days and 6:00 p.m. to 7:00 a.m. third day. Wednesdays, Thursdays, and Fridays one month and Thursdays, Fridays, and Saturdays the following month. Days off rotate every month and may vary depending on need. Additional hours required for staff and consumer meetings.

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

**RESIDENTIAL ASSISTANT (P #170) – C.Y. – NACOGDOCHES GROUP HOME, NACOGDOCHES, 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 mental retardation or developmental disabilities in a direct service role.

**Preferred:** One (1) continuous year of responsible experience working with individuals with mental retardation or developmental disabilities in a direct service role.

**LICENSES/CERTIFICATIONS:**

**Required:** Valid Texas Driver's License

**Preferred:** Valid Texas Commercial Drivers License (CDL)

**Required:** Must obtain a Texas Commercial Driver's License (CDL) within (3) months of hire.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** Must be physically able to complete 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:** 6:00 a.m. to 7:30 p.m. two days and 6:00 a.m. to 7:00 p.m. one day. Wednesdays, Thursdays, and Fridays for one month and Thursdays, Fridays, and Saturdays the following month. Days off rotate every month and may vary depending on need. Additional hours required for staff and consumer meetings.

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

**RESIDENTIAL ASSISTANT (P #563) - C.Y. - DIBOLL GROUP HOME, DIBOLL, 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:**

**Required:** Six (6) months of responsible experience working with individuals with mental retardation or developmental disabilities in a direct service role.

**Preferred:** One (1) continuous year of responsible experience working with individuals with mental retardation or 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 have a driving record insurable by the 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:** Sundays, Mondays, & Tuesdays one month and Mondays, Tuesdays, & Wednesdays the following month. 6:00 a.m. to 7:30 p.m. two days & 6:00 a.m. to 7:00 p.m. one day. Days off rotate every month and may vary depending on need. Additional hours required for staff and consumer meetings.

**SALARY:** \$17,855 - \$18,725 annually, depending on qualifications and experience.

**RESIDENTIAL ASSISTANT - RUSHWOOD ALU (P #201) – N.H. –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.

**Preferred:** One (1) year of continuous responsible experience working forty (40) hours a week with individuals with mental retardation 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, Van Driving, and training modules. Must have a driving record insurable by the Burke Center's insurance administrator.

Must have the ability to document appropriately and keep detailed records.

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

**HOURS:** 10:30 p.m. to 6:30 a.m., Rotating Weekends (40 hours per week).

**SALARY:** \$17,880 to \$19,320 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/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.

**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 - \$7.75 per hour, depending on qualifications and experience.

**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 - \$7.95 per hour, depending on qualifications and experience.

**RESIDENTIAL ASSISTANT (P #5294) – C.H. – KIRBYVILLE GROUP HOME, KIRBYVILLE, TEXAS**

**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 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 - \$7.75 per hour, depending on qualifications and experience.

**RESIDENTIAL ASSISTANT (P #5298) - C.Y. - DIBOLL HOUSE, DIBOLL, 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:** At least six (6) months of continuous responsible experience working forty (40) hours a week with individuals with intellectual and developmental disabilities in a direct care role, or one (1) year of continuous responsible experience working on an hourly basis with individuals with intellectual and developmental disabilities in a direct care role.

**LICENSES/CERTIFICATIONS:**

**Required:** Valid Texas driver's license.

**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 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. Must be willing to work some weekends.

**PAY:** \$7.95 per hour; increase to \$8.25 per hour after six (6) months of satisfactory job performance and completion of all mandatory training.