April 8, 2016

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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 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 employees will be given preferred consideration.

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

Burke Job Posting / Job Description

Position Title

Telemedicine Psychiatric Provider – A.H. – East Texas Behavioral Healthcare Network, 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

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.

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.
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

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.

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

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.

Burke Job Posting / Job Description

Position Title

Speech Language Pathologist – P.P. – Burke ECI Program – Jasper/Newton Counties

Position Number

P #1295

General Description

This position provides speech, oral motor therapy and consultative services as recommended by the team to developmentally delay and / or medically at rick children age birth to three (3) in community-based setting. Other responsibilities will include providing screening, assessment services and participation in the development of comprehensive treatment plans. 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

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

Hours

Monday through Friday, 8:00 am to 5:00 pm

Salary

Negotiable, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Mental Health Clinician – M.S. – Family Counseling Associates – Jasper, Texas

Position Number

P #1603

General Description

This position provides mental health skills and support services to children, adolescents, and their families that reside in Angelina, Trinity, Jasper, Sabine, Newton and Houston counties. This worker will perform Case Management, Skills Training, and other services according to the consumer's approved and prescribed treatment plan. 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.

Traveling within the three-county region 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 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. However, this position may require occasional after-hours work to complete job responsibilities.

Salary

$33,978-$36,450 annually, depending on qualifications and experience. Travel reimbursement provided.

Burke Job Posting / Job Description

Position Title

Mental Health Clinician/MCOT– A.H. – Emergency Services – Lufkin, TX

Position Number

P #1462

General Description

The Mobile Crisis Outreach Team (MCOT) Mental Health Clinician works closely with other MCOT members to provide immediate and intensive response to persons in crisis and to persons needing urgent care that are at high risk of becoming emergent and potentially needing inpatient care. The MCOT goal is to provide screening and assessment for persons in need and to provide intensive interventions aimed at de-escalating the crisis and, whenever possible, diverting hospitalization. MCOT service is also inclusive of providing support and transport to individuals identified as in need of external support to maintain rehabilitation, case management, and medication services as an enrolled mental health patient. The MCOT personnel will work a forty (40) hour week with an evening schedule, inclusive of weekend rotation coverage. This position will report to the MCOT Team Lead and the MCOT Service Director. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. This position will require travel, generally within a limited area of Burke's service region and will require dependable transportation.

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: LSW.

Physical Requirements

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

Special Requests or Comments

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 with the service area.

Hours

Generally, 8:00 a.m. to 7:00 p.m., four (4) 10-hour shifts a week, with flexibility a must. Requires a weekend rotation that's generally every eighth or ninth weekend to complete a forty (40) hour week.

Salary

$33,196 to $35,596 annually, depending on qualifications and experience. Travel reimbursement provided.

Burke Job Posting / Job Description

Position Title

Quality Management Coordinator- D.M. – Quality Management – Nacogdoches, TX

"INTERNAL ONLY"

Position Number

P #1648

General Description

This position provides support to Burke Quality Management, Compliance and Safety functions by providing crucial audit and analytic activity. Duties include routine billing and documentation audits for all programs, fidelity reviews, off-site service delivery verification, and safety and infection control data collection and surveillance. This position will serve as Burke Safety and Infection Control Officer. Assistance in other functions of Quality Management may be required at times. Data compilation, problem-solving and organizational skills are a must. Traveling within the twelve-county region will be needed at times. This position will be housed in Nacogdoches.

Education

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

Experience

Required: Three years' direct care experience working with individuals served at Burke. Proficiency with Microsoft Excel, as well as Cerner/Anasazi.

Preferred: Five years' direct care experience working with individuals served at Burke.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

Required: Must have a driving record insurable by Burke's insurance administrator. Must have reliable personal vehicle due to occasional travel within 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. However, this position may require occasional after-hours work to complete job responsibilities.

Salary

$32,124 - $39,500 annually, depending on qualifications and experience. Travel reimbursement is provided.

Burke Job Posting / Job Description

Position Title

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

Position Number

P #722

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 Jasper 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 – 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 Burke's insurance administrator. Must have reliable personal vehicle and travel routinely within the service area.

Physical Requirements

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

$32,124 to $33,360 annually, depending on qualifications and experience. Travel reimbursement provided.

Burke Job Posting / Job Description

Position Title

Support Staff Supervisor – N.T. – Centralized Intake/Emergency Services - Lufkin, Texas

Position Number

P # 1075

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. This position also serves as direct support for the Emergency Services. Other duties as assigned.

Education

Required: Graduation from an accredited high school or its 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/Certifications

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 Burke's insurance administrator.

Physical Requirements

Must have visual and auditory skills to handle telephone, receptionist and transcription duties; must be physically able to complete SAMA;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

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

Salary

$28,000 - $30,000 annually, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Support Staff III/Medical Support – N.S. – Nacogdoches Mental Health Clinic
Nacogdoches, TX

Position Number

P #1632

General Description

This position aids in the efficient operation of the outpatient clinic and the expansion of services provided by Burke; interacting with staff, consumers and other agencies. This position will monitor client's services, coordinating the needs for each individual. Duties include oversight and implementation of the indigent Medication programs, coordinating lab work and tracking, gathering information for prescription refills, faxing prescriptions to numerous pharmacies, cataloging sample medications, maintaining inventory of medical supplies, problem solving, answering phones, filing and other nursing support duties. This position will also aid in some direct care (taking vital signs).

Education

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

Experience

Required: One (1) year of responsible clerical experience. Proficient in Microsoft Word, Ability to type 45 WPM, experience with multi-line telephone system.
Preferred: Six (6) months' clerical or direct care experience in a mental healthcare environment and/or a medical setting. Experience with PAP, medication management, and medical terminology.

Licenses/Certifications

Required: Valid Texas Driver's License

Physical Requirements

Must have visual and auditory skills sufficient to interact with consumers and staff. Mobility required to bend, reach, lift (up to 25 pounds) for carrying charts, supplies and equipment. Fine motor skills required for legible writing.

Hours

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

Salary

$24,000 to $25,000 annually; depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Peer Specialist – CB – Angelina Mental Health Clinic - Lufkin, Texas

Position Number

P #1570

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.

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, Ability to attend training and test to become a Certified Peer Specialist and a provider of Whole Health Action Management (WHAM)

Physical Requirements

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. Must be willing to share stories of your lived experience as a recipient of mental health services. Must have a reliable vehicle.

Hours

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

Salary

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

Burke Job Posting / Job Description

Position Title

Family Partner – M.C. – Nacogdoches Family Counseling Associates - Nacogdoches, Texas

Position Number

P #2273

General Description

This position is active as a member of the Intensive Case Management/Wraparound team process providing peer mentoring and support to the primary caregivers; engaging the family in the treatment process; modeling self-advocacy skills; providing information, referral and non-clinical skills training; maintaining engagement; assisting in the identification of natural/non-traditional and community support systems; and documenting the provision of all family partner services, including both face-to-face and non face-to-face activities.

Education

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

Experience

Required: A parent or primary caregiver of a child or adolescent who has successfully received at least 1 year of treatment for a mental health diagnosis and/or in Special Education.

Licenses/Certifications

Required: Valid Texas Driver's License, Ability to attend training and test to become a Certified Family Partner.

Physical Requirements

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. Must be willing to share stories of your lived experience as a recipient of mental health services. Must have a reliable vehicle.

Hours

Monday through Friday, 32 hours per week.

Salary

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

Burke Job Posting / Job Description

Position Title

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

Position Number

P #488

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 is required.

Education

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

Experience

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

Special Requests or Comments

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

Physical Requirements

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

Hours

Days worked will be Wednesday, Thursday, & Friday; and/or Thursday, Friday and Saturday; the days will alternate monthly.
Hours will be: 6:00pm to 7:30am on Wednesday & Thursday or Thursday & Friday; and 6:00pm to 7:00am on Friday/Saturday (third day worked)

Salary

$18,800 - $20,800 annually.

Burke Job Posting / Job Description

Position Title

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

Position Number

P #565

General Description

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

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

Preferred: Two (2) 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 Burke's insurance administrator.

Physical Requirements

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 (1:00pm-9:00pm). Additional hours required for staff and consumer meetings.

Salary

$18,800 to $20,800 annually, depending on qualifications and experience.

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Position Title

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

Position Number

P #1645

General Description

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

Education

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

Experience

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

Special Requests or Comments

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

Physical Requirements

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

Hours

WEEKEND HOURS: Friday; 10:30pm-10:30am, Saturday; 7:30pm-10:30am, Sunday; 7:30pm-8:30am.

Salary

$18,800-$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/LIFE/DISABILITY BENEFITS, PAID HOLIDAYS, VACATION BENEFITS OR SICK BENEFITS.

Burke Job Posting / Job Description

Position Title

Crisis Therapist-D.V.-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

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

Part-Time Speech Language Pathologist – P.P. – Burke ECI Program – Angelina & surrounding 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 and participation in the development of comprehensive treatment plans. 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

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

Certified Pharmacy Technician – Part-Time – T.L. – East Texas Behavioral Network, Lufkin, TX

Position Number

P #5251

General Description

This position will work as a pharmacy technician 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: At least two (2) years working as a pharmacy technician with experience in billing procedures and software systems.

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.

Required: Valid Texas Driver's license.

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

$12.50 per hour.

Burke Job Posting / Job Description

Position Title

Vocational Specialist – J.G. – Burke Industries – Nacogdoches, TX

Position Number

P #5351

General Description

The hourly Vocational Specialist will be responsible for the overall daily management of clients and janitorial contracts. Responsibilities will include client – employee welfare and safety compliance with contract terms and local customer satisfaction; client/employee training; and oversee related documentation, inventory control, vehicle and equipment upkeep, and other duties as assigned. This position will provide vocational services in Nacogdoches County. The Burke Industries Manager directly supervises this position. Potential hazardous working conditions do exist.

Education

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

Experience

Required: Computer Skills

Preferred: One (1) year of experience working in a janitorial setting and working with people with disabilities.

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. Must have a driving record insurable by Burke'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

Monday through Friday, 4pm -11pm. Hours could vary depending on contracts.

Salary

$10.00 per hour.

Burke Job Posting / Job Description

Position Title

Vocational Specialist – B.M. – Burke Industries – Lufkin, TX

Position Number

P #5335

General Description

The hourly Vocational Specialist will be responsible for the overall daily management of clients and Litter contracts. Responsibilities will include client – employee welfare and safety compliance with contract terms and local customer satisfaction; client/employee training; and oversee related documentation, inventory control, vehicle and equipment upkeep, and other duties as assigned. This position will provide vocational services in Angelina, Houston and Trinity Counties of Texas. The Burke Industries Manager directly supervises this position. Potential hazardous working conditions do exist.

Education

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

Experience

Required: Computer Skills

Preferred: One (1) year of experience working with individuals with disabilities.

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

Physical Requirements

Sight, hearing, talking, walking, lifting up to 75 pounds, prolonged standing, bending and/or kneeling, driving a vehicle, hand/finger dexterity.

Hours

32-35 hours per week.

Salary

$9.00- $10.00 per hour, depending on experience.

Burke Job Posting / Job Description

Position Title

HCS/TXHML Courier (Part-Time) – K.M. – Home & Community Services/Texas Home Living Program – Vidor, TX

Position Number

P #2252

General Description

The Courier provides transportation and supervision to individuals with a DD diagnoses served by the HCS/TxHmL programs on a daily basis. Work duties may include but are not limited to: supervision of consumers to and from day programs, transporting to appointments, deliver groceries/supplies, take care of daily mail route, work with staff/consumers in alternate living residences, work with Case Managers, provide consumer training as requested, assisting with filing charts, clerical duties, and assisting with maintaining unit vehicles.

Education

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

Experience

Preferred: One (1) year of responsible experience working with individuals who are developmentally delayed in a direct care role.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

Required: Must be physically able to complete required courses to include, but not limited to, SAMA, CPR, First Aid, Defensive Driving, Van Driving and training modules. Must have a driving record insurable by Burke's insurance administrator. Must have the ability to document appropriately and keep detailed records.

Physical Requirements

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

Hours

Monday through Friday; 7:30 a.m. - 9:30 a.m., and 2:30 p.m. - 4:30 p.m.

Hours/days may vary depending on consumer needs. Appointments and trainings could occur at any time throughout the day.

Salary

$8.00 per hour.

Burke Job Posting / Job Description

Position Title

Residential Assistant – C.B. – Diboll House - Diboll, TX

Position Number

P #5298

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.

Physical Requirements

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

Hours

Hours vary as needed. Must be willing to work some weekends.

Salary

$8.00-$9.00 per hour.

Burke Job Posting / Job Description

Position Title

Residential Assistant –Nacogdoches Group Home – C.B. – 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/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 - (1) 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 vary as needed.

Salary

$8.00-$9.00 per hour.

Burke Job Posting / Job Description

Position Title

Residential Assistant – B.E. – Home & Community-Based Services (HCS), Lufkin, TX

Position Number

P #5041

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/Certifications

Required: Valid Texas driver's license.

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.

Salary

$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/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. – 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-MR 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

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/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 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.