

# Burke Center

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## NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

**THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.**

**PHYSICIAN, ADVANCED PRACTICE NURSE, PHYSICIAN ASSISTANT (P #734) – J.S. – NACOGDOCHES MENTAL HEALTH CLINIC, NACOGDOCHES, 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.

**TELEMEDICINE PSYCHIATRIC PROVIDER (P #1499) – A.H. - EAST TEXAS BEHAVIORAL HEALTHCARE NETWORK, LUFKIN, TEXAS**

**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.

**SPEECH/LANGUAGE PATHOLOGIST (P #1295) – P.P. – CORNERSTONE ECI PROGRAM (POLK, HOUSTON, TRINITY & ANGELINA COUNTIES)**

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

**EDUCATION:**

**Required:** Master's degree in Speech/Language Pathology 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 State Committee of Examiners for Speech/Language Pathology and Audiology.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** CPR, First Aid , Defensive Driving and all other training required by the program. 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 am to 5:00 pm, Monday through Friday.

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

**CENTRALIZED INTAKE COORDINATOR (P #1219) - G.C. - CENTRALIZED INTAKE UNIT, LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** The Centralized Intake Coordinator will be part of the Centralized Intake Team and will be responsible for providing intakes for the twelve (12) county area. The person will also be responsible for completing all Intake duties, which include determining if presenting individuals meet priority population criteria for admission to Center services and/or require referral to community providers. If a crisis is determine during Intake process the crisis assessment will be completed if time allows or Individual will be referred to the clinic crisis worker or to the MCOT team. Will answer crisis line calls on an as need basis during business hours. Will consult with Centralized Intake Service Director, team leader or LPHA to coordinate scheduling, dispatch, triage and appropriate disposition of assessments and interventions. Will complete prescribed assessment instruments work according to established guidelines and standards. Will document activities according to required Center, Medicaid and Accreditation standards. Time management and organizational skill are required. Some travel may be required. Will report to Centralized Intake Service Director/Team Leader.

**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' full-time direct care experience to individuals in a mental healthcare setting. Six (6) months' direct care experience in mental health screening and assessment. Six (6) months' direct care experience in mental health screening and assessment with both adult and child/adolescent populations.

**LICENSES/CERTIFICATIONS:**

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

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** Must have visual and auditory skills sufficient to evaluate and monitor client needs; mobility required to bend, reach, lift (up to 50 lbs) while assisting clients, completing Preventive Management of Aggressive Behaviors (PMAB), CPR, First Aid, and Defensive Driving training modules, and carrying charts and equipment during a work day. Fine motor skills required for legible writing and driving of a motor vehicle for business related travel required to attend trainings. Must have a driving record insurable by the Center's insurance administrator.

**Preferred: Bilingual**

**HOURS:** Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. However, this position may require after-hours work to complete job responsibilities.

**SALARY:** \$30,024 to \$32,424 annually, depending on qualifications and experience. Travel will be reimbursed.

**MENTAL HEALTH CLINICIAN (P #1304) – C.B. – FAMILY COUNSELING ASSOCIATES, LUFKIN, TEXAS**

**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 also include conducting emergency assessments as warranted and intake assessments. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must. Traveling within the six-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) month's direct care experience working with adults in a behavioral healthcare or mental health setting. Familiarity with DSM IV diagnostic criteria.

**LICENSES/CERTIFICATIONS:**

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

**Preferred:** LBSW.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by 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.

**LICENSED VOCATIONAL NURSE (P #1511) – M.C. – IDD PROVIDER SERVICES, LUFKIN, TX – THIS POSITION IS PENDING BOARD APPROVAL**

**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. Duties will include one to one nursing for a consumer on certain days

**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 8:00a.m. to 5:00 p.m. . Some after hours work as consumer and program needs require. On-call rotation will be necessary.

**SALARY:** \$31,000 to \$32,500 annually, depending on qualifications and experience.

**LICENSED VOCATIONAL NURSE (P #1512) – M.C. – IDD PROVIDER SERVICES, LUFKIN, TX – THIS POSITION IS PENDING BOARD APPROVAL**

**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. Duties will include one to one nursing for a consumer on certain days

**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 8:00a.m. to 5:00 p.m. . Some after hours work as consumer and program needs require. On-call rotation will be necessary.

**SALARY:** \$31,000 to \$32,500 annually, depending on qualifications and experience.

**RESIDENTIAL ASSISTANT (P# 207) – J.M. – SHADYLAKE ALU– 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:**

**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 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. 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 8:30 a.m. Monday-Thursday Night 10 hour shift. (40 hours per week).

**SALARY:** \$17,880-\$19,320 annually.

**RESIDENTIAL ASSISTANT (P # 488) – 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/IDD group home). Work involves supervising day-to-day living activities; perpetuating a harmonious, home like environment; working with other professionals; routine documentation; maintaining the group home; and other duties as assigned by the supervisor. Reliable transportation required.

**EDUCATION:**

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

**EXPERIENCE:**

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

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

**LICENSES/CERTIFICATIONS:**

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

**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 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:** Wednesday, Thursday and Friday; and Thursday, Friday and Saturday alternating months. 6:00pm to 7:30am two days and 7:00am the third day.

**SALARY:** 17,885-18,725 annually.

**RESIDENTIAL ASSISTANT (P #1122) – C.B. –NACOGDOCHES GROUP HOME, NACOGDOCHES, TEXAS**

**GENERAL DESCRIPTION:** The Residential Assistant (RA) is responsible for providing guidance and care for individuals with intellectual and developmental disabilities 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:** One (1) continuous year of responsible experience working with individuals with intellectual and developmental disabilities in a direct service role.

**LICENSES/CERTIFICATIONS:**

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

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

**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., Thursday and Friday; and 6:00 p.m. to 7:00 a.m., Saturday. 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.

**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.**

**SPEECH/LANGUAGE PATHOLOGIST – PART TIME (P #5273) – P.P. – CORNERSTONE ECI PROGRAM (POLK, HOUSTON, TRINITY & ANGELINA COUNTIES)**

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

**EDUCATION:**

**Required:** Master's degree in Speech/Language Pathology 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 State Committee of Examiners for Speech/Language Pathology and Audiology.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** CPR, First Aid , Defensive Driving and all other training required by the program. 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:** Hours vary as needed.

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

**CRISIS THERAPIST (5277)– DV – MENTAL HEALTH EMERGENCY CENTER**

**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 Center 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.

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** As needed within the following time periods: Monday-Friday 7am-11pm; Saturday & Sunday 8am-8pm.

**SALARY:** \$25-\$29 an hour, depending on qualifications and experience.

**DAY HABILITATION SPECIALIST (P #5330) – B.M. – ANGELINA COUNTY NEW DIRECTIONS INDUSTRIES (NDI), LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** The NDI Habilitation Specialist will be responsible for the overall daily management of clients and 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. Required to provide daily trainings to all clients. The NDI Manager directly supervises this position.

**EDUCATION:**

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

**EXPERIENCE:**

**Required:** Computer skills

**Preferred:** One (1) year of experience working with intellectual and developmental disability services.

**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, Defensive Driving and M. R. training modules. Must have a driving record insurable by the Center's insurance administrator.

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

**HOURS:** 32 hours per week.

**SALARY:** \$8.00 to \$9.00 per hour, depending on qualifications and experience.

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

**RESIDENTIAL ASSISTANT (P #5298) - C.B. - 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.