

# Burke Center

---

2001 South Medford Dr., Lufkin, Texas 75901  
Phone (936) 639-1141 Fax (936) 639-0905  
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.**

**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 a.m. to 5:00 p.m., Monday through Friday.

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

**PAYROLL COORDINATOR (P #79) - P.J. - HUMAN RESOURCES, LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** The Payroll Coordinator performs complex payroll functions which include one bi-weekly payroll and two monthly payrolls. The Payroll Coordinator will prepare and submit reports as required by state and federal government agencies. The Payroll Coordinator will complete salary verifications on employees as requested, as well as wage garnishments (student loans, child support and IRS). The Payroll Coordinator will prepare reports by compiling data, creating tables, using Excel. Must have good time management skills, excellent attention to detail, works well in a team environment and able to maintain confidential information. Human Resources experience and knowledge a plus.

**EDUCATION:**

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

**Preferred:** Associate's degree in Accounting or Business or equivalent from two- year college preferred.

**EXPERIENCE:**

**Required:** At least two (2) years of hands-on experience in all aspects of payroll completion. Proficiency in Word and Excel. Solid understanding of payroll and payroll tax laws is also a must.

**Preferred:** At least three (3) years of hands-on experience in all aspects of payroll completion. Experience in developing and completing complex Excel spreadsheets. Proficiency in Word.

**PHYSICAL REQUIREMENTS:** Sight, hearing, speech, lifting up to 25 pounds, walking, prolonged sitting and standing, bending or kneeling, and hand/finger dexterity.

**HOURS:** 8:00 a.m. to 5:00 p.m., Monday through Friday. Some extra hours may be required.

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

**NURSE (P #1526) - M.T. - NACOGDOCHES MENTAL HEALTH CLINIC, NACOGDOCHES, TEXAS**

**GENERAL DESCRIPTION:** The Nurse is responsible for providing nursing services to clients at Nacogdoches Mental Health Clinic. This position may occasionally provide nursing services to children and adolescents at Nacogdoches Family Counseling Associates. Also, some travel to other clinic locations may be needed. Duties include giving injections, completing nursing assessments, completing medication consents, overseeing the indigent medication program, completing refill prescriptions and answering patient phone questions. Other responsibilities include inventory of medications, patient education, documentation, coordinating drug representative visits and other duties as assigned.

**EDUCATION:**

**Required:** Graduation from an accredited school of nursing.

**EXPERIENCE:**

**Required:** One (1) year of experience working with consumers in a medical setting.

**Preferred:** Experience working with consumers in a mental health setting.

**LICENSES/CERTIFICATIONS:**

**Required:** Texas Licensed Vocational Nurse, Valid Texas driver's license.

**Preferred:** Texas Registered Nurse.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** Must be physically able to complete (SAMA) Satori Alternatives to Managing Aggressive Behavior, CPR, and First Aid training modules.

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

**HOURS:** 8:00 a.m. to 5:00 p.m., Monday through Friday. Some after-hours work may be required. No weekends or no on-call duties.

**SALARY:** Depends on licensure

**CILINICAL COORDINATOR (P #1479) INTERNAL POSTING ONLY – C.B – ANGELINA FAMILY COUNSELING/MENTAL HEALTH, LUFKIN, TEXAS (PENDING BOARD APPROVAL)**

**GENERAL DESCRIPTION:** The Clinical Coordinator is responsible for providing team leadership and supervision to all clinical personnel. Duties include leading and facilitating the multi-disciplinary treatment team; providing and facilitating emergency and mental health assessments for clients; monitoring the clinical admission and discharge criteria; authorizing, supervising, and maintaining intervention/case management services; and assisting the Service Director in clinical service delivery. Duties also include but are not limited to supervising mental health clinicians, intake worker and interns, conducting training sessions, attending community meetings, interviewing staff for vacant positions, and reviewing/analyzing billing reports and other duties as assigned by the Service Director. The position is under the direct supervision of the Service Director.

**EDUCATION:**

**Required:** Master's degree in Psychology, Social Work, Marriage & Family Therapy or Counseling from an accredited college or university.

**EXPERIENCE:**

**Required:** At least one (1) year of full-time direct care experience working with consumers in a community mental health/medical setting.

**Preferred:** At least one (1) year of team leadership experience in a community child & adolescent mental health center/medical setting.

**LICENSES/CERTIFICATIONS:**

**Required:** Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT) or Licensed Clinical Social Worker (LCSW), with the State of Texas. **Individuals seeking licensure will be considered.**

**SPECIAL REQUESTS OR COMMENTS:**

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

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

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

**SALARY:** Based on experience and qualifications.

**MENTAL HEALTH TRAINING CLINICAL COORDINATOR (P #1523) - J.S. – LUFKIN/NACOGDOCHES/LIVINGSTON, TEXAS**

**GENERAL DESCRIPTION:** This position is responsible for developing and implementing educational and training programs for the Burke Center mental health division. The education and training will be primarily for personnel inclusive of, but not necessarily limited to, new employee clinical orientation; service and case coordination skills, duties and service delivery; rehabilitation skills and service delivery; mental health screening and assessment (including crisis assessment); and clinical documentation. This position will also assist in developing as well as conducting other miscellaneous CEU programs and will maintain/update the online training and monitoring system. The position will provide direct care to individuals as needed to maintain state training credentialing. The training specialist will also be engaged in follow-up monitoring and evaluation of trainee's implementation of learned skill sets; as well as, monitoring and evaluating protocols within service delivery systems. The position serves as the agencies suicide prevention coordinator. This position reports to the Director of Operations and is part of the Mental Health Operations Support Team. Primary office location can be in Livingston, Nacogdoches, or Lufkin Texas.

**EDUCATION:**

**Required:** Master's degree in Psychology, Social Work, Marriage and Family Therapy or Counseling from an accredited college or university.

**EXPERIENCE:**

**Required:** One (1) year of full-time experience delivering mental health care services at a Texas LMHA (Community Center) setting.

**Preferred:** In addition to the above, some experience doing education/training of individuals and/or groups of people.

**LICENSES/CERTIFICATIONS:**

**Required:** Licensed Professional Counselor Intern (LPC-I), Licensed Marriage and Family Therapist Associate (LMFTA) or Licensed Master Social Worker currently working towards their LCSW, with the State of Texas. Individuals waiting to apply for licensure based on acquiring supervision will also be considered.

**Preferred:** 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 have a driving record insurable by the Center's insurance administrator. Must have own transportation and be able and willing to travel throughout the Burke Center service region on a regular basis. Must demonstrate good verbal and written communication skills, as well as computer word processing skills. Must be organized and be able to develop logical and legible training material. Must be patient and evidence friendliness and supportiveness (i.e. traits that make for a good educator/trainer).

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

**HOURS:** Primarily, 8:00 a.m. to 5:00 p.m., Monday through Friday. Occasional after-hours and weekends. Extensive travel to trainings and meetings throughout the state will be required.

**SALARY:** \$50,000 to \$53,000 annually fully licensed; \$45,000 to \$47,000 annually if working towards licensure, range DOE.

**THERAPIST (P #1529) – M.T. - NACOGDOCHES MENTAL HEALTH/FAMILY COUNSELING ASSOCIATION, NACOGDOCHES, TEXAS (PENDING BOARD APPROVAL)**

**GENERAL DESCRIPTION:** This position provides direct clinical services, predominantly advanced individual and group therapy services to children, adolescents and adults. Duties may include completing diagnostic evaluations and comprehensive treatment plans; providing Head Start assessments, providing and facilitating emergency and mental health assessments; monitoring the clinical admission and discharge criteria; authorizing and maintaining intervention/case management services; and assisting the clinical coordinators in clinical service delivery. Duties also include occasional supervision of the multi-disciplinary treatment team, conducting training sessions, providing contract therapy, and reviewing and analyzing clinical reports and other duties as assigned by the clinical coordinator or service director. Position will be housed in Nacogdoches, but travel within a twelve (12) county region may be required.

**EDUCATION:**

**Required:** Master's degree in Psychology, Social Work, Marriage and Family Therapy or Counseling from an accredited college or university.

**EXPERIENCE:**

**Preferred:** At least one (1) year of full-time direct care experience working with adults or families, children, or adolescents in a community mental health/medical setting.

**LICENSES/CERTIFICATIONS:**

**Required:** Licensed Professional Counselor Intern (LPC-I), Licensed Marriage and Family Therapist Associate (LMFTA) or Licensed Master Social Worker currently working towards their LCSW, with the State of Texas. Individuals waiting to apply for licensure based on acquiring supervision will also be considered.

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

**SALARY:** \$45,000 annually fully licensed; \$40,000 annually if working towards licensure.

**THERAPIST (P #1530) – D.M. - POLK MENTAL HEALTH/FAMILY COUNSELING ASSOCIATION, LIVINGSTON, TEXAS (PENDING BOARD APPROVAL)**

**GENERAL DESCRIPTION:** This position provides direct clinical services, predominantly advanced individual and group therapy services to children, adolescents and adults. Duties may include completing diagnostic evaluations and comprehensive treatment plans; providing Head Start assessments, providing and facilitating emergency and mental health assessments; monitoring the clinical admission and discharge criteria; authorizing and maintaining intervention/case management services; and assisting the clinical coordinators in clinical service delivery. Duties also include occasional supervision of the multi-disciplinary treatment team, conducting training sessions, providing contract therapy, and reviewing and analyzing clinical reports and other duties as assigned by the clinical coordinator or service director. Position will be housed in Livingston, but travel within a twelve (12) county region may be required.

**EDUCATION:**

**Required:** Master's degree in Psychology, Social Work, Marriage and Family Therapy or Counseling from an accredited college or university.

**EXPERIENCE:**

**Preferred:** At least one (1) year of full-time direct care experience working with adults or families, children, or adolescents in a community mental health/medical setting.

**LICENSES/CERTIFICATIONS:**

**Required:** Licensed Professional Counselor Intern (LPC-I), Licensed Marriage and Family Therapist Associate (LMFTA) or Licensed Master Social Worker currently working towards their LCSW, with the State of Texas. Individuals waiting to apply for licensure based on acquiring supervision will also be considered.

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

**SALARY:** \$45,000 annually fully licensed; \$40,000 annually if working towards licensure.

**CRISIS MENTAL HEALTH CLINICIAN (P #1387) – D.V. – EXTENDED OBSERVATION UNIT AND CRISIS RESIDENTIAL PROGRAM, LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** The Crisis Mental Health Clinician, as a member of a multi-disciplinary team, will provide direct care rehabilitative services to adults on the Extended Observation and Crisis Residential Units. These programs operate 24 hours a day, 7 days a week. Duties will include, but may not be limited to the following: conducting mental health and admission assessments; providing group and individual rehabilitative services; developing treatment plans; discharge planning; and providing safety monitoring for clients admitted to these programs. 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 Program Director of the Crisis Residential Program.

**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.

**Preferred:** Bachelor's degree in Social Work.

**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.

**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 Center'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:** At this time, there will be 2 12-hour shifts each day to cover these programs 24 hours a day, 7 days a week. Will likely be required to work at least some night, weekend, and holiday shifts on a rotating basis.

**SALARY:** \$32,000 - \$33,300 annually, depending on shifts worked, qualifications and experience. Travel reimbursement provided.

**MENTAL HEALTH CLINICIAN (P #1505) – S.B. – MOBILE CRISIS OUTREACH TEAM; LUFKIN, TEXAS**

**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 and holiday rotation coverage. This position will report to the MCOT Clinical Coordinator. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. This position will regularly require travel within a limited area of the Burke Center service region but is stationed in Lufkin, Texas.

**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' continuous full-time 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.

**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 reliable mode of transportation and a driving record insurable by the Center's insurance administrator.

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

**HOURS:** Generally, 8:00 a.m. to 7:00 p.m., four (4) 10-hour shifts a week. Requires a weekend rotation, generally every seventh or eighth weekend, to complete a forty (40) hour week.

**SALARY:** \$31,996 to \$34,396 annually, depending on qualifications and experience. Travel reimbursement provided.

**MENTAL HEALTH CLINICIAN (P #1383) – C.B. - ANGELINA MENTAL HEALTHCARE CENTER, LUFKIN TEXAS**

**GENERAL DESCRIPTION:** The Mental Health Clinician will provide direct care rehabilitative services to individual adults enrolled in services with chronic mental illness in the office and community/home settings. Will perform services according to the individual's approved and prescribed rehabilitation plan, and according to Center and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in Angelina, Trinity, Houston, Jasper, Newton, and Sabine Counties. Performs under the supervision of the unit Clinical Coordinator. This position will require some travel to remote areas.

**EDUCATION:**

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

**EXPERIENCE:**

**Preferred:** Six (6) month's direct care experience working with adults in a behavioral healthcare or mental health setting. Familiarity with DSM IV diagnostic criteria.

**LICENSES/CERTIFICATIONS:**

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

**Preferred:** 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:** \$30,924 to \$33,396 annually, depending on qualifications and experience. Travel reimbursement provided.

**LICENSED VOCATIONAL NURSE (P #1424) K.B.-- EXTENDED OBSERVATION UNIT, LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** The LVN will be part of a multidisciplinary treatment team and is responsible for providing nursing care services to acutely mentally ill adult residents at the Extended Observation Unit and the Crisis Residential Unit. These units operate 24 hours a day, 7 days a week. Performs under the direct supervision of the registered nurse on duty. Duties will include, but may not be limited to giving injections, administering oral medications, monitoring the health status of resident clients, completing medication consents, assisting with psychiatric services provided via telehealth equipment, general nursing duties and coordinating health care needs with other medical care providers. Other responsibilities may include inventory of medications, patient education and documentation, collection of lab specimens

**EDUCATION:**

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

**EXPERIENCE:**

**Preferred:** One (1) year experience working in a mental health setting.

**LICENSES/CERTIFICATIONS:**

**Required:** Texas Licensed Vocational Nurse.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, and First Aid training modules.

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

**HOURS:** Staff in this position will work 12 hour shifts (7am- 7pm ) with a total of 7 shifts every 14 days. Will be required to work weekend and holiday shifts on a rotating basis.

**SALARY:** \$29,870 to \$32,445 annually, depending on qualifications and experience.

**CERTIFIED PHARMACY TECHNICIAN (P #1453) - M.B. – EAST TEXAS BEHAVIORAL NETWORK, LUFKIN, TEXAS**

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

**EDUCATION:**

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

**EXPERIENCE:**

**Required:** National and State Licenses

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

**LICENSES/CERTIFICATIONS:**

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

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

**HOURS:** Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday.

**SALARY:** \$26,000 to \$29,120 annually, depending on qualifications and experience

**PEER SPECIALIST (P #1534) – S.B. – MOBILE CRISIS OUTREACH TEAM, LUFKIN, TEXAS**

**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:** 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)

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

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

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

**SALARY:** If non-certified, \$22,000 annually. Certified, \$24,000 annually.

**PEER SPECIALIST (P #1533) – L.L. – POLK MENTAL HEALTH, LIVINGSTON, TEXAS**

**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:** 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)

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

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

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

**SALARY:** If non-certified, \$22,000 annually. Certified, \$24,000 annually.

**PEER SPECIALIST (P #1532) – M.C. – NACOGDOCHES MENTAL HEALTH, NACOGDOCHES, TEXAS**

**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:** 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)

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

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

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

**SALARY:** If non-certified, \$22,000 annually. Certified, \$24,000 annually.

**PEER SPECIALIST (P #1531) – M.L. – ANGELINA MENTAL HEALTH, LUFKIN, TEXAS**

**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:** 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)

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

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

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

**SALARY:** If non-certified, \$22,000 annually. Certified, \$24,000 annually.

**SUPPORT STAFF II/RECEPTIONIST (P #1528 ) – N.S. – CROCKETT MENTAL HEALTH CLINIC, CROCKETT, TEXAS**

**GENERAL DESCRIPTION:** This position interacts on a daily basis with the general public, visitors to the center and Burke Center staff. Responsibilities include answering multi-line phone, mail dispersal and routing, scheduling and maintaining appointments for physicians, therapists, and counselors, fee collections, data entry, processing records requests, scanning documents into electronic charts, as well as other miscellaneous duties. This position must maintain an effective working relationship with consumers and staff. Maintain confidential data as required by policy and procedure. Must demonstrate good verbal and written communication skills. This position is under direct supervision of the Support Staff Supervisor.

**EDUCATION:**

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

**EXPERIENCE:**

**Required:** Two (2) year's clerical experience with good receptionist skills and computer skills.

**Preferred:** At least Three (3) years of receptionist/secretary experience. Experience working in a Medical and or Mental Health related setting.

**LICENSES/CERTIFICATIONS:**

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

**PHYSICAL REQUIREMENTS:** Sight, hearing, talking, walking, lifting up to 50 pounds, ability to sit and stand for prolonged periods of time, bending or kneeling, driving a vehicle, and hand/finger dexterity. Must have a driving record insurable by the Center's insurance administrator.

**HOURS:** 8:00 a.m. to 5:00 p.m., Monday through Thursday.

**SALARY:** \$15,200 - \$16,400 annually, depending on qualifications and experience.

**SUPPORT STAFF II/RECEPTIONIST (P #1527) (PENDING BOARD APPROVAL) – N.S. – JASPER MENTAL HEALTH CLINIC, JASPER, TEXAS**

**GENERAL DESCRIPTION:** This position interacts on a daily basis with the general public, visitors to the center and Burke Center staff. Responsibilities include answering multi-line phone, mail dispersal and routing, scheduling and maintaining appointments for physicians, therapists, and counselors, fee collections, data entry, processing records requests, scanning documents into electronic charts, as well as other miscellaneous duties. This position must maintain an effective working relationship with consumers and staff. Maintain confidential data as required by policy and procedure. Must demonstrate good verbal and written communication skills. This position is under direct supervision of the Support Staff Supervisor.

**EDUCATION:**

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

**EXPERIENCE:**

**Required:** Two (2) year's clerical experience with good receptionist skills and computer skills.

**Preferred:** At least Three (3) years of receptionist/secretary experience. Experience working in a Medical and or Mental Health related setting.

**LICENSES/CERTIFICATIONS:**

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

**PHYSICAL REQUIREMENTS:** Sight, hearing, talking, walking, lifting up to 50 pounds, ability to sit and stand for prolonged periods of time, bending or kneeling, driving a vehicle, and hand/finger dexterity. Must have a driving record insurable by the Center's insurance administrator.

**HOURS:** 8:00 a.m. to 5:00 p.m., Monday through Friday.

**SALARY:** \$19,000 to \$20,500 annually, depending on qualifications and experience.

**RESIDENTIAL ASSISTANT (P #194) – B.D. –HOME & COMMUNITY-BASED SERVICES (HCS), LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** The Residential Assistant (RA) provides care and training for individuals with intellectual and developmental delays who live in a residential environment. Work involves assisting with and/or supervising basic self-care needs and day-to-day living activities for all consumers in that unit. The RA must be able to relate well to consumers in order to perpetuate a harmonious, homelike environment. They must also work with professional and para-professional staff; provide daily documentation; assist consumers in the self-administration of medication; and maintain the home in a safe, clean 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 OR has completed the Burke Center's Caregiver Training Program.

**Preferred:** One (1) year of continuous, responsible experience working forty (40) hours a week with individuals with intellectual and developmental delays in a direct care role, or two (2) years of continuous responsible experience working on an hourly basis with individuals with intellectual and developmental delays 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:** Forty (40) hours per week: 2:30 p.m. to 10:30 p.m., Monday through Friday.

**SALARY:** \$18,416 - \$19,899 annually.

**RESIDENTIAL ASSISTANT (P # 175) - 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 living in a residential setting. Daily duties involve supervising and/or assisting consumers in performing basic self-help skills and home management tasks. The RA assists the Day Programmer in providing active treatment as scheduled. The RA is also responsible for ensuring that the group home environment is kept safe and clean according to Life Safety and Health standards. Daily documentation includes activity notes, medication inventory records, and progress reports, Other documentation is required on an as-needed basis.

**EDUCATION:**

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

**EXPERIENCE:**

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

**Preferred:** One (1) year of continuous responsible experience working with individuals with intellectual and 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. Wednesday, Thursday and Friday one month and Thursday, Friday, and Saturday the following month. Days off rotate every month and may vary depending on need. Additional hours required for staff and consumer meetings.

**SALARY:** \$18,421 to \$19,287 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.**

**CRISIS THERAPIST (5277) – D.V. – MENTAL HEALTH EMERGENCY CENTER, LUFKIN, TEXAS**

**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 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.

**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.

**PEER SPECIALIST (P #2290) – S.B. – MOBILE CRISIS OUTREACH TEAM, LUFKIN, TEXAS**

**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:** 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)

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

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

**HOURS:** Part-time hours will generally fall between 8-5, Monday through Friday. After hours as necessary.

**SALARY:** If non-certified, \$10.00 per hour. Certified, \$11.00 per hour.

**PEER SPECIALIST (P #2289) – L.L. – POLK MENTAL HEALTH, LIVINGSTON, TEXAS**

**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:** 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)

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

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

**HOURS:** Part-time hours will generally fall between 8-5, Monday through Friday. After hours as necessary.

**SALARY:** If non-certified, \$10.00 per hour. Certified, \$11.00 per hour.

**PEER SPECIALIST (P #2288) – M.C. – NACOGDOCHES MENTAL HEALTH, NACOGDOCHES, TEXAS**

**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:** 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)

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

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

**HOURS:** Part-time hours will generally fall between 8-5, Monday through Friday. After hours as necessary.

**SALARY:** If non-certified, \$10.00 per hour. Certified, \$11.00 per hour.

**PEER SPECIALIST (P #2287) – M.L. – ANGELINA MENTAL HEALTH, LUFKIN, TEXAS**

**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:** 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)

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

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

**HOURS:** Part-time hours will generally fall between 8-5, Monday through Friday. After hours as necessary.

**SALARY:** If non-certified, \$10.00 per hour. Certified, \$11.00 per hour.

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

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

**EDUCATION:**

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

**EXPERIENCE:**

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

**LICENSES/CERTIFICATION:**

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

**SPECIAL REQUESTS OR COMMENTS:**

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

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

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

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

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

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

**EDUCATION:**

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

**EXPERIENCE:**

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

**LICENSES/CERTIFICATIONS:**

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

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** Varied as needed.

**PAY:** \$7.50 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.