

# Burke Center

---

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

## NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

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

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

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

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

**EDUCATION:**

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

**EXPERIENCE:**

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

**LICENSES/CERTIFICATIONS:**

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

**SPECIAL REQUESTS OR COMMENTS:**

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

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

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

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

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

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

**EDUCATION:**

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

**EXPERIENCE:**

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

**LICENSES/CERTIFICATIONS:**

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

**SPECIAL REQUESTS OR COMMENTS:**

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

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

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

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

**SPEECH/LANGUAGE PATHOLOGIST (P #1295) – P.P. – CORNERSTONE ECI PROGRAM, POLK COUNTY, TEXAS**

**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. Clinical Fellowship is available.

**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.

**SPEECH/LANGUAGE PATHOLOGIST (P #1012) – P.P. – CORNERSTONE ECI PROGRAM, LIBERTY COUNTY**

**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. Clinical Fellowship is available.

**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.

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

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

**EDUCATION:**

**Required:** Master's degree in Psychology or related field from an accredited college or university.

**EXPERIENCE:**

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

**LICENSES/CERTIFICATIONS:**

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

**Preferred:** DADS DMR Certification

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** 8:00 a.m. to 5:00 p.m. Possibly some after hours.

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

**CENTRALIZED INTAKE THERAPIST (P #1220) - G.C. - CENTRALIZED INTAKE UNIT, LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** The Centralized Intake THERAPIST *will be part of the Centralized Intake Team and will be responsible for providing* diagnostics and intake assessments for the twelve (12) county area. This 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. Will perform emergency mental health assessments to determine if presenting individuals require crisis resolution or admission to inpatient hospitalization. Will answer crisis line calls as part of the crisis line rotation during normal business hours. Will consult with Centralized Intake Service Director, MH clinic Service Directors or team leader 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 complete legal paperwork to coordinate inpatient hospitalizations as required. Will document activities according to required Center, Medicaid and Accreditation standards. Travel to the outline counties will be required. Will report to Centralized Intake Service Director/team leader

**EDUCATION:**

**Required:** Master's degree in Social Work, Psychology, Marriage and Family Therapy or counseling form 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:** LPC, LMFT, or LCSW. 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 Satori Alternatives to Managing Aggression (SAMA), 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.

**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:** \$40,000 to \$42,000 annually, depending on qualifications and experience. Travel will be reimbursed.

**MENTAL HEALTH CLINICIAN (1363) – A.H. – MCOT EMERGENCY SERVICES, LUFKIN, TEXAS (INTERNAL POSTING ONLY).**

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

**EDUCATION:**

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

**EXPERIENCE:**

**Preferred:** Six (6) months of direct care experience in an adult mental health setting, inclusive of some mental health crisis evaluation and intervention.

**LICENSES/CERTIFICATIONS:**

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

**Preferred:** LSW.

**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.

**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 every fourth or fifth weekend to complete a forty (40) hour week.

**SALARY:** \$30,924 to \$35,724 annually, depending on qualifications and experience. Travel reimbursement provided.

**HCS/TxHmL PROVIDER CARE COORDINATOR (PCC) (P#1283) –K.M. – HOME & COMMUNITY-BASED SERVICES, LUFKIN, TEXAS**

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

**EDUCATION:**

**Required:** Graduation from an accredited high school or its equivalent (GED) **AND** six (6) years of full-time employment experience with a program providing community-based services for individuals with intellectual and developmental disabilities.

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

**EXPERIENCE:**

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

**LICENSES/CERTIFICATIONS:**

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

**PHYSICAL REQUIREMENTS:** Must be physically able to complete all required training to include: Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, and all other required training. Must have visual and auditory skills sufficient to evaluate and monitor consumer needs; mobility required to bend, reach, lift (up to 50 lbs.) while assisting consumers, completing SAMA course. Reliable transportation required.

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

**SALARY:** \$23,880 to \$28,000 annually, depending on qualifications and experience.

**MENTAL HEALTH SPECIALIST – NIGHT SHIFT (P #1419) – M.C. – EXTENDED OBSERVATION UNIT/CRISIS RESIDENTIAL PROGRAM, LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** The Mental Health Specialist will provide safety monitoring of resident clients and assists in establishing and maintaining an environment that is therapeutic for persons with mental illness 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: monitoring acutely mentally ill adults; intervening when necessary to prevent clients from escalating; facilitating client engagement in treatment services; prompting, supervising and assisting clients in performing basic activities of daily living; and generally observing, documenting, and reporting client conditions and behaviors. Will perform services in accordance with Center and Medicaid standards and requirements. Emotional maturity, self-discipline, flexibility, and good verbal skills are a must. Performs under the direct supervision of the charge nurse and general supervision of the Psychiatric Nurse Manager.

**EDUCATION:**

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

**EXPERIENCE:**

**Preferred:** Experience working with adults with mental illness.

**LICENSES/CERTIFICATIONS:**

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

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** Staff in this position will work 12-hour shifts; 7:00 p.m. to 7:00 a.m., with a total of 7 shifts every 14 days. Will be required to work weekend and holiday shifts on a rotating basis.

**SALARY:** \$21,000 to \$23,000 annually, depending on shifts worked, qualifications and experience.

**HOME MANAGER/DAY PROGRAMMER (P #566) – C.B. – DIBOLL GROUP HOME, DIBOLL, TEXAS**

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

**EDUCATION:**

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

**EXPERIENCE:**

**Required:** Six (6) month's continuous experience working with individuals with intellectual and developmental disabilities in a direct care role.

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

**LICENSES/CERTIFICATIONS:**

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

**Preferred:** Valid Texas Commercial 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 all required training to include: Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and other training required in the training modules. Must have a driving record insurable by the Center's insurance administrator. Reliable transportation required.

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

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

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

**SUPPORT STAFF III /FINANCIAL COORDINATOR (P #716 ) – C.M. – NACOGDOCHES MENTAL HEALTH CLINIC, NACOGDOCHES, TEXAS**

**GENERAL DESCRIPTION:** This position is responsible for but not limited to: completing fee contracts, communication with insurance and financial services for authorization of services, fee collections, greeting clients and visitors, answering a very busy multi-line phone system, assists in coverage of reception area, record keeping, scheduling and maintaining appointments for physicians, therapists and clinical staff, data entry, and filing as well as other duties as assigned. This position must maintain an effective working relationship with consumers and staff. Maintains confidential data as required by policy and procedure. Must demonstrate good verbal and written communication skills. The position is under the direct supervision of the Support Services Supervisor.

**EDUCATION:**

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

**EXPERIENCE:**

**Required:** One (1) year of responsible clerical experience; working knowledge of Windows and Word. Experience working with billing and medical insurance.

**Preferred:** At least three (3) years of clerical experience in a medical or mental health related setting working with billing and medical insurance.

**PHYSICAL REQUIREMENTS:** Must have visual and auditory skills to type efficiently and utilize computer, and calculator. Must sit for long periods of time throughout the workday. Sight, hearing, talking, lifting up to 25 pounds, walking, driving vehicle, and hand/finger dexterity are needed skills.

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

**SALARY:** \$19,000 to \$21,000 annually, depending on qualifications and experience.

**RESIDENTIAL ASSISTANT - WHITEHOUSE ALU (P #1243) – 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:** 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 use a computer 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:** 2:30 p.m. to 10:30 p.m., Monday-Friday (40 hours per week).

**SALARY:** \$17,880 to \$19,320 annually, depending on qualifications and experience.

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

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

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

**EDUCATION:**

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

**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.