

Burke Center

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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.

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

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

EDUCATION:

Required: Master's degree in Speech/Language Pathology from an accredited college or university with ASHA Certification

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Speech/Language Pathology, licensed by the State Committee of Examiners for Speech/Language Pathology and Audiology.

SPECIAL REQUESTS OR COMMENTS:

Required: CPR, First Aid , Defensive Driving and all other training required by the program. Must have a driving record insurable by the Center's insurance administrator.

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

HOURS: Generally, 8:00 am to 5:00 pm, Monday through Friday.

SALARY: Negotiable, depending on qualifications and experience.

CENTRALIZED INTAKE THERAPIST (P #1220) - N.T. - 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 from an accredited college or university.

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: 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: \$45,000 annually.

MENTAL HEALTH CLINICIAN (P #1285) – J.M. – POLK MENTAL HEALTHCARE CENTER, LIVINGSTON, TEXAS

GENERAL DESCRIPTION: The Mental Health Clinician will provide direct care rehabilitative services to individual adults, as well as potentially work with children/adolescents and their families, 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 Polk, Tyler and San Jacinto 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.

MRA CONTINUITY OF CARE CASEWORKER (P #1357) - L.V. - ESSENTIAL SERVICES, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Continuity of Care Caseworker will be responsible for discussing community living options with adult residents of the Lufkin State Supported Living Center, their legally authorized representatives, and members of their interdisciplinary team. Should community placement be recommended the worker will be responsible for facilitating community placement. The Continuity of Care Caseworker will also be responsible for completing Permanency Plan Reviews on individuals under the age of 22 residing in residential settings and will assist in making annual contacts to individuals on the HCS Interest List. Some out of region travel may be required.

EDUCATION:

Required: Bachelor's degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, Criminal Justice, or with a major in a social, behavioral or human services field from an accredited college or university.

Preferred: Bachelor's degree in Social Work from an accredited college or university.

EXPERIENCE:

Preferred: At least one (1) year continuous direct care experience working with people with intellectual and developmental disabilities.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS/COMMENTS:

Preferred: Good typing skills and working knowledge of Microsoft Word. Good organizational skills to meet strict deadlines.

PHYSICAL REQUIREMENTS: Must be physically able to complete all required training to include: Satori Alternatives 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; fine motor skills for legible writing and typing; mobility required to bend, reach, lift (up to 25 lbs) while assisting consumers, and carrying charts and equipment during a work day. 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 because of consumer need and scheduling issues with consumers and/or families.

SALARY: \$27,488 to \$ 31,196 annually, depending on qualifications and experience.

MENTAL HEALTH SPECIALIST-DAY SHIFT (P # 1437) – DV – MENTAL HEALTH EMERGENCY CENTER

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. May also transport clients to other medical services in the community, when necessary. 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 Clinical Nurse Coordinator.

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 Alternative 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 (7:00am – 7:00pm) with a total of 7 shifts every 14 days. Will be required to work some weekend and holiday shifts on a rotating basis.

SALARY: \$22,589 - \$23,690 annually, depending on qualifications and experience.

SUPPORT STAFF II/RECEPTIONIST (P # 1464) – L.C. – CENTRALIZED INTAKE, LUFKIN, TX

GENERAL DESCRIPTION: This position interacts on a daily basis with the general public, visitors to the office and Burke Center staff. Responsibilities include answering multi-line phone and directing to various staff, answering request for Burke Center services and scheduling appointments for new clients, data entry, records maintenance, acting as receptionist for intake. Must demonstrate good verbal and written communication skills, telephone etiquette, maintain an effective working relationship with consumers and staff. Must maintain confidential data as required by policy and procedure. Assist supervisor in data gathering, completion of reports and daily office operation. The position is under the direct supervision of Support Staff Supervisor.

EDUCATION:

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

EXPERIENCE:

Required: One (1) year of general office knowledge, general computer knowledge, and proficiency in Word and Excel.

Preferred: Bilingual and some college hours in the Human Service field or experience working in a mental health setting.

LICENSE/CERTIFICATIONS: Must have driving record insurable by the Center's insurance administrator.

PHYSICAL REQUIREMENTS: Must have visual and auditory skills to sufficiently interact with consumers and staff, to type efficiently, and utilized computer. Must also have mobility to bend, reach, lift (up to 50 pounds), and sit and stand for prolonged periods of time.

HOURS: 8:00am to 5:00pm, Monday through Friday. However, the position may require after-hours work to complete job responsibilities.

SALARY: \$19,936 - \$21,115 annually, depending on qualifications and experience.

SUPPORT STAFF II (P #1436) – D.V. – MENTAL HEALTH EMERGENCY CENTER/LUFKIN, TEXAS

GENERAL DESCRIPTION: The Support Staff II responsibilities include answering a multi-line phone, directing calls to various staff, entering data into an Excel spreadsheet, running reports in the Anasazi data system, representing a positive attitude at all times, and helping to maintain a neat facility appearance. Good verbal and written communication skills are required. Other duties may include, but will not be limited to filing, typing documents as needed, outgoing medical records, overseeing office supplies, form management, assisting with inventory of supplies, and entering services provided by clinical staff into the Anasazi data system. The position is under the direct supervision of the MHEC Service Director.

EDUCATION:

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

EXPERIENCE:

Required: One (1) year of responsible clerical/reception experience and general computer knowledge, proficiency in Microsoft Word and Excel.

Preferred: Some experience working in a social service or mental health setting. Telephone etiquette training.

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, walking, lifting up to 50 pounds, ability to sit and stand for prolonged periods of time, bending or kneeling, driving a vehicle. Fine motor skills required for legible writing.

HOURS: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. Some flexibility may be possible.

SALARY: \$19,936 - \$21,115 annually, depending upon qualifications and experience.

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. Sundays, Mondays and Tuesday one month and Mondays, Tuesday and Wednesdays the following month. Days off rotate every month and may vary depending on need. Additional hours required for staff and consumer meetings.

SALARY: \$18, 421.00 to \$19, 287.00 annually, depending on qualifications and experience.

RESIDENTIAL ASSISTANT – OLETA ALU (P# 454) – B.D. – HCS, LUFKIN, TEXAS

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

EDUCATION:

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

EXPERIENCE:

Required: Must have six (6) months direct care experience for individuals with intellectual and developmental disabilities.

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

LICENSES/CERTIFICATION:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

Must have the ability to 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: Weekend (40) hours: Friday 10:30p.m.-10:30a.m.; Saturday 7:30p.m.-10:30a.m.; Sunday 7:30p.m.-8:30a.m.

SALARY: \$18,416-\$19,899 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)– DV – MENTAL HEALTH EMERGENCY CENTER

GENERAL DESCRIPTION: The primary responsibilities for this position are conducting initial intake assessments on adults who present to the Mental Health Emergency Center for admission, responding to telephone calls regarding possible admissions, and providing clinical services to admitted clients. This position functions as part of a multidisciplinary treatment team. These programs operate 24 hours a day, 7 days a week. In addition to the primary responsibilities listed above, other duties may also include: providing group and individual therapy and developing treatment plans. Will perform services according to an individual's approved and prescribed treatment plan and in accordance with Center and Medicaid standards and requirements. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Performs under the direction of the Service Director of the Mental Health Emergency Center.

EDUCATION:

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

EXPERIENCE:

Preferred: Experience providing mental health crisis/emergency services and assessments

LICENSES/CERTIFICATIONS:

Required: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT) or Licensed Clinical Social Worker (LCSW), with the State of Texas.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

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

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.

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.