

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.

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.

MENTAL HEALTH CRISIS PROGRAM DIRECTOR (P #1539) – J.S. – MENTAL HEALTH SERVICES, LUFKIN.

GENERAL DESCRIPTION: The MH Crisis Program Director is responsible for the overall implementation, management, supervision and evaluation of all Burke Center Mental Health Emergency Services including Mental Health Emergency Center, Mobile Crisis Outreach Team and Emergency Services departments. The Program Director will participate in strategic planning, budgeting initiatives and coordination of services with other Center programs. The Program Director will work within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned. The Program Director will be the liaison for mental health crisis service coordination with area law enforcement, hospital emergency services and county judicial systems. The Program Director will also be the lead project manager for proposed detoxification integration project with existing crisis care systems. This position will report to the Director of Mental Health Operations and will assist in the budget management, quality management, and utilization management.

EDUCATION:

Required: Candidate must have Bachelor's Degree from an accredited college or university.

Preferred: Master's Degree from an accredited college or university,

EXPERIENCE:

Required: Candidate must have minimum three (3) years' administration and management experience.

Preferred: Three (3) years' experience in crisis behavioral healthcare/clinical service delivery, familiar with Texas Mental Health Code.

LICENSES/CERTIFICATIONS:

Required: None

Preferred: Licensed Professional Counselor (LPC), or Licensed Master Social Work-Advanced Clinical Practitioner (LMSW-ACP), Licensed Marriage and Family Therapist (LMFT), or Licensed Psychologist (LP).

SPECIAL REQUESTS OR COMMENTS:

Required: Must be physically able to complete Satori Alternatives to Managing Aggression (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 50 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: Negotiable, depending on qualifications and experience.

NDI SERVICES COORDINATOR (P # 1547) – B.R. – NEW DIRECTIONS INDUSTRIES – SAN AUGUSTINE, TEXAS

GENERAL DISCRIPTION: This position is responsible for monitoring and evaluation of both Day Habilitation and NDI services. This position shall also analyze and monitor key Day Habilitation performance measures and training curriculums, as well as, NDI contract performance standards, and have lead responsibility in the implementation of all contract performance measures developed and prescribed by the Program Director. This position should have a good understanding of the LIDS (**Litter Input Data System**) system of measurement for the TXDOT litter contracts. This position will be required to be a liaison between the NDI Managers and the Program Director. This position should also have a thorough understanding of the State Use laws and Department of Labor standards. This position requires strong leadership skills, excellent communication and interpersonal skills and be highly motivated.

EDUCATION:

Required: Bachelor's degree in Business, Social Work, Psychology, Rehabilitation, or other related field. Four (4) year's experience can be substituted for one (1) year of college education.

EXPERIENCE:

Required: Five (5) year's experience working with and developing a complete and thorough understanding of the State Use Laws, Department of Labor Standards, and the LID'S system of measurement for the TXDOT litter contracts. Five (5) year's experience in Contract and Budget management and working with individuals in a vocational setting.

Preferred: Eight (8) year's experience contracts and budget management and working with individuals in a vocational setting.

LICENSES/CERTIFICATIONS :

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

Required: Must have a driving record insurable by the Center's insurance administrator.

PHYSICAL REQUIREMENTS: Position requires various activities involving visual, auditory, and motor skills to communicate. Must attend meetings, trainings; mobility required to bench, reach, lift (up to 50 lbs) while assisting consumers; completing Satori Alternatives to Managing Aggression (SAMA) course and carrying and operating equipment during the day.

HOURS: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. Some after-hours work may be required. Travel between the 12 county program area will be required.

SALARY: \$53,768

NETWORK ADMINISTRATOR (P #506) - CB – I.S. DEPARTMENT, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Network Administrator is responsible for maintaining the network infrastructure of the Burke Center. The Network Administrator is also responsible for the update and maintenance of routers, switches and servers. Must be self-motivated and eager. Must be knowledgeable in installation, support and maintenance of PC hardware and software. Must also be knowledgeable in configuration and maintenance of TCP/IP network.

EDUCATION:

Required: Bachelor's degree from an accredited college or university in a computer related field.

Preferred: Bachelor's degree from an accredited college or university in computer science..

EXPERIENCE:

Required: Three (3) years experience in installation, configuration, and troubleshooting of TCP/IP networks. Three (3) years experience working with MS Exchange. Three (3) year experience in Windows Server/workstation operating experience.

Preferred: Cisco, Citrix, Linux knowledgeable.

LICENSE/CERTIFICATIONS:

Required: Valid Texas driver's license.

Preferred: Cisco certified. A+ Certification, Network + Certification

SPECIAL REQUESTS OR COMMENTS:

Required: Must be able to work in a team environment.

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

HOURS: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. Some after hours depending on need.

SALARY: \$45,000 to \$50,000 annually, depending on qualifications and experience.

REGISTERED NURSE (P #1268) – M.C. – IDD PROVIDER SERVICES, LUFKIN TX

GENERAL DESCRIPTION: The RN is responsible for monitoring, assessing, planning and implementing treatment to ensure adequate health care needs of individuals with intellectual and developmental disabilities living in a variety of residential settings. Duties involve working with medical professionals; providing health-related consultation and training to individuals, staff and family members; monitoring medications; maintaining confidentiality and utilizing proper documentation in the individual's primary record.

EDUCATION:

Required: Graduation from an accredited school of nursing and licensed to practice as a Registered Nurse by the Texas State Board of Registered Nurse Examiners.

EXPERIENCE:

Preferred: One (1) year responsible experience working with individuals having developmental disabilities in a community setting.

LICENSE/CERTIFICATIONS:

Required: Registered Nurse, in good standing with the State of Texas. Valid Texas driver's license.

SPECIAL TRAINING:

Required: Must be knowledgeable and demonstrate competency in current nursing practices and principles, which are specific to each age group of individuals. Must have a working knowledge of computers.

SPECIAL REQUESTS OR COMMENTS:

Required: Must be physically able to complete Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving. Additional unit training requirements. Must have a driving record insurable by the Center's insurance administrator. Reliable transportation required.

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

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

SALARY: \$44,000 to \$47,000 annually, depending on qualifications and experience.

THERAPIST (POS #1551) – C.B - ANGELINA MENTAL HEALTH/FAMILY COUNSELING ASSOCIATION, LUFKIN, TEXAS

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 Lufkin, 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.

VETERAN VOLUNTEER COORDINATOR (P#1549) – M.F. – BURKE CENTER, LUFKIN, TEXAS

GENERAL DESCRIPTION:

This worker will organize and lead Military Veteran Peer Network (MVPN) activities and volunteers (including training events, social gatherings, one-on-one mentoring and support group discussions). This worker will recruit, organize, and retain volunteers and MVPN members; collect and report data; and maintain contact with volunteers, stakeholders, and community agencies. This worker will work to expand the availability of peer-to-peer counseling and community veteran reintegration services. This worker will also work to enhance access to mental health professionals who have military cultural competency in the service area. Strong interpersonal communication and presentation skills, self-motivation, flexibility, and organizational skills are a must. Traveling within the twelve-county region may be required.

EDUCATION:

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

EXPERIENCE:

Required: Experience as a Service Member or Veteran.

Preferred: Service Member or Veteran with combat experience.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

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 25 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: \$35,000 annually, depending on qualifications and experience. Travel reimbursement provided.

CERTIFIED LEAD PHARMACY TECHNICIAN (P #1287) - N.B. – EAST TEXAS BEHAVIORAL NETWORK, LUFKIN, TEXAS

DESCRIPTION: The Lead Pharmacy Technician will work with the Director of Pharmacy to coordinate the operations of the pharmacy. This position will be responsible for hiring, supervising, monitoring, and coordinating pharmacy technicians' work duties and support staff responsible for the pharmacy operations and to advise the Director regarding additional staff needed to complete workload. The Lead Pharmacy Technician will work closely with the Billing Supervisor to coordinate shipping and billing with the work inside the pharmacy. This position will also work as a pharmacy technician by assisting the Pharmacist in dispensing prescriptions in accordance with State guidelines and additional guidelines established by 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. Minimum of 3 years pharmacy technician experience in a retail environment.

Preferred: Experience typing with Morris & Dickson's Prism and/or Pioneer programs. Managing experience in a retail environment.

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: \$32,240 to \$35,360 annually, depending on qualifications and experience.

SERVICE COORDINATOR (P # 100) – R. H. – SERVICE COORDINATION - KIRBYVILLE, TEXAS

GENERAL DESCRIPTION: The Service Coordinator is responsible for providing on-going direct supports to individuals served in HCS, TxHmL, and General Revenue Programs. Duties include but are not limited to, completing assessments, documentation, facilitating program planning and development; monitoring of services; linking and referring individuals to appropriate services; crisis prevention and management; and completing PASRR evaluations and working with individuals with IDD in nursing facilities. The Service Coordinator will also be expected to develop an understanding of reimbursement practices and program guidelines. This position will as necessary interact with the individual's family/LAR, team members, and community resources. The Service Coordinator will also be responsible for working with external and internal providers to accomplish Burke Center's mission "*working together to improve lives.*" Travel is required to provide monitoring services in the individual's home, school, and/or day service environment.

EDUCATION/EXPERIENCE:

Required: Graduation from an accredited high school or its equivalent **AND** two (2) years of paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program or HCS Program. **OR**, have been authorized by a local IDD authority to provide service coordination prior to April 1, 1999.

Preferred: 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.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUEST/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. However, this position may require after hours duty. Will require some flexible hours.

SALARY: \$28,107 to \$31,815 annually, depending on experience and qualifications.

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 (P #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.

AFTER HOURS ASSESSOR (P #2265) - G.C. - ALL COUNTIES SERVED BY BURKE CENTER

GENERAL DESCRIPTION: The After Hours Assessor works on an as needed basis to conduct mental health emergency assessments on individuals who are experiencing a mental health crisis. The After Hours Assessor's main function is to determine the level of placement needed for the individual in crisis. Assessments typically take place in the Emergency Rooms or local jails. Some may be done via tele-video through computer software. The After Hours Assessor reports to the Emergency Services Director.

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, or higher.

SPECIAL REQUEST OR COMMENTS:

Required: Complete annual trainings in Essential Learning. Must complete suicide prevention training and have a reliable mode of transportation.

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

HOURS: Between the hours of 5 pm and 8am Monday through Friday, continuous through the weekend and on Holidays.

SALARY: Paid per assessment. No travel reimbursement.

CERTIFIED PHARMACY TECHNICIAN – PART-TIME (P #5251) - M.B. – EAST TEXAS BEHAVIORAL NETWORK, LUFKIN, TEXAS

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

EDUCATION:

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

EXPERIENCE:

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

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

LICENSES/CERTIFICATIONS:

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

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

HOURS: Hours will vary as needed.

PAY: \$12.00 per hour.

MENTAL HEALTH SPECIALIST- HOURLY (P # 5279) – K.B. – 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 R.N. Crisis 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: Variable. Staff in this position will be called in on an as needed basis to cover unit staffing needs.

SALARY: Hourly rate starting at \$10.00 per hour depending on shift worked, qualifications and experience.

NDI VOCATIONAL SPECIALIST (P #5335) - B.M. – ANGELINA COUNTY NEW DIRECTIONS INDUSTRIES (NDI), LUFKIN, TEXAS

GENERAL DESCRIPTION: Responsible for helping with the overall daily management of the NDI janitorial contract needs. Responsible for workers welfare and safety and completes all janitorial contracts as assigned and in a timely manner. Work with professional and para-professional staff. Daily documentation. Maintain safe work environment for all workers.

EDUCATION:

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

EXPERIENCE:

Preferred: Supervisory experience in janitorial work.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

Required: Must be physically able to complete required courses to include but not limited to: SAMA (Satori Alternative to Managing Aggression), CPR, first aide, defensive driving, van driving, and other 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: Monday-Friday, 3:30pm – 10:00pm. Hours may vary to meet contract requirements.

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.