

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.

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.

SERVICE COORDINATOR (P # 1450) – J.A. –CORNERSTONE ECI PROGRAM, ANGELINA COUNTY

General Description: To provide case management services for children and families in the Early Childhood Intervention (ECI) program. Services must be provided in the child’s natural environment, so the case manager must be comfortable making home visits. Case managers must be able to administer developmental evaluations and screenings. The individual must be able to work in a team environment, and with professionals in the community. Strong communication and documentation skills are required to meet billing requirements and strict timelines.

EDUCATION:

Required: Bachelor’s degree in Early Childhood Education, Special Education, Sociology, Education, or related field from an accredited college or university.

Preferred: LBSW or LMSW

EXPERIENCE:

Preferred: Two (2) years working experience with children from birth to three years and/or experience with young children with developmental delays and disabilities.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver’s license

SPECIAL REQUESTS/COMMENTS:

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

Required: CPR, First Aid and Defensive 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., Monday through Friday. Some after hours work to meet the needs of the families.

SALARY: \$28,638 to 33,582 annually, depending on qualifications and experience.

HCS/TxHmL CASE MANAGER (PCC) (P#1266) –K.M. – HOME & COMMUNITY-BASED SERVICES, LUFKIN, TEXAS

GENERAL DESCRIPTION: The HCS/TxHmL Case Manager 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** eight (8) 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 or residential setting.

EXPERIENCE:

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

Preferred: At least 1 year experience in providing case management to consumers’ w/IDD diagnosis.

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, and lift while assisting consumers, and 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: \$26,252 to \$27,500 annually, depending on qualifications and experience.

SERVICE COORDINATOR (P #1553) – L.V. – ESSENTIAL SERVICES, NACOGDOCHES, TEXAS.

GENERAL DESCRIPTION: The Service Coordinator will be responsible for working with individuals with intellectual and/or developmental disabilities residing in nursing facilities. The Service Coordinator is responsible for convening and facilitating the individual's service planning team; facilitating the development of the individual's service plan, facilitating revisions to the service plan as needed and facilitating the coordination of services and supports between the individual's service plan and the nursing facility's plan of care. The Service Coordinator is also responsible for completing PASRR Evaluations, interfacing with nursing facility staff and for educating the individual/LAR/families of living options available in the community and in working with the individual who is transitioning to the community, including the development of a Community Living Discharge Plan. Travel is required.

EDUCATION/EXPERIENCE/SKILLS:

Required: High school diploma or equivalent and two years 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 1st, 1999.

Preferred: Bachelor's degree from an accredited college or university in a Human Services field with one year experience working with individuals with intellectual and developmental disabilities.

LICENSE/CERTIFICATIONS:

Required: Valid Texas Driver's License.

PHYSICAL REQUIREMENTS: Must have visual and auditory skills sufficient to evaluate and monitor consumer needs, mobility required to bend, reach, lift up to 50 pounds while assisting consumers, completing SAMA course, carry charts and equipment during a work day. Fine motor skills for legible writing and driving of a motor vehicle for business related travel. Hazardous conditions exist due to potentially aggressive consumers.

HOURS: Generally, 8:00am to 5:00pm, Monday-Friday. Hours may vary based on need.

SALARY: \$26,252 - \$32,432 annually

RESIDENTIAL ASSISTANT (P #170) – 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 OR who has completed Burke Center's Caregiver Training Program.

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas Driver's License

Preferred: Valid Texas Commercial Drivers 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 a.m. to 7:30 p.m. two days and 6:00 a.m. to 7:00 p.m. one day. Wednesdays, Thursdays, and Fridays for one month and Thursdays, Fridays, and Saturdays 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 - \$19,287 annually.

RESIDENTIAL ASSISTANT (P #563) - C.B. - DIBOLL GROUP HOME, 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:

Required: Must have six (6) months experience working with individuals in a direct care role OR has completed the Burke Center's Caregiver Training Program.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

Required: Must be physically able to complete all parts of Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by the Center's insurance administrator. Must have 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: Sundays, Mondays, & Tuesdays one month and Mondays, Tuesdays, & Wednesdays the following month. 6:00 a.m. to 7:30 p.m. two days & 6:00 a.m. to 7:00 p.m. one day. Days off rotate every month and may vary depending on need. Additional hours required for staff and consumer meetings.

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

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

CRISIS THERAPIST (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.

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.