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NOTICE OF POSITION OPENINGS

Burke 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 employees will be given preferred consideration.

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

TELEMEDICINE PSYCHIATRIC PROVIDER (P #1499) – A.H. - EAST TEXAS BEHAVIORAL HEALTHCARE NETWORK, LUFKIN, TEXAS

GENERAL DESCRIPTION: Provision of psychiatric services to adults (may include some child and adolescent coverage). No relocation is necessary for this position.

EDUCATION:

Required: Completion of accredited program in your area of specialty.

LICENSES/CERTIFICATIONS:

Required: Licensed in the State of Texas as a Physician, Advanced Practice Nurse or Physician Assistant.

Preferred: Current unrestricted Texas license to practice medicine; Board eligibility in Child & Adolescent Psychiatry. Board Certification in Child & Adolescent Psychiatry; Board Certification in General Psychiatry.

PHYSICAL REQUIREMENTS: Visual and auditory skills sufficient to evaluate, treat, and monitor patients; mobility required to bend, reach, lift (up to 50 pounds) while assisting patients, complete Satori Alternative to Managing Aggressive Behavior (SAMA), carrying charts (equipment); and fine motor skills for legible handwriting and driving.

HOURS: 8:00 a.m. to 5:00 p.m., Monday through Friday. Emergency services participation as per current policy.

SALARY: Negotiable, depending on certification/license.

SPEECH LANGUAGE PATHOLOGIST (P #970) – P.P. – CORNERSTONE ECI PROGRAM (TYLER, JASPER & NEWTON COUNTIES)

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

Texas Driver's License

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 Burke's insurance administrator.

PHYSICAL REQUIREMENTS: Sight, hearing, talking, lifting up to 25 pounds, walking, bending, 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.

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

GENERAL DESCRIPTION: The Psychological Associate (PA) responsibilities include but are not limited to completing psychological evaluations to determine eligibility for IDD Services; assessing and analyzing assessment findings to develop and monitor individualized behavior plans; and training and consulting with individuals, family members or collaterals as appropriate, to increase adaptive behaviors and to replace or modify maladaptive behaviors. The PA will also be responsible for completing assessments needed for court order placement and testifying at court hearings.

EDUCATION:

Required: Master's degree in Psychology or related field.

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

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

Preferred: DADS DMR Certification

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: 8:00 AM to 5:00 P.M. possibly some after hours.

SALARY: Negotiable, depending on qualifications and experience.

THERAPIST (POS #1096) – L.L. - POLK MENTAL HEALTH/FAMILY COUNSELING ASSOCIATION, LIVINGSTON, 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 Livingston, but travel within a twelve (12) county region may be required.

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

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

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

SPECIAL REQUESTS OR COMMENTS:

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and First Aid training modules. Must have a driving record insurable by Burke'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: \$47,000 annually fully licensed; \$40,000 annually if working towards licensure

MENTAL HEALTH CLINICIAN (P#1214) –M.S. – FAMILY COUNSELING ASSOCIATES, LUFKIN, TEXAS

GENERAL DESCRIPTION: This position provides mental health skills and support services to children, adolescents, and their families that reside in Angelina, Trinity, Jasper, Sabine, Newton and Houston counties. This worker will perform case management, skills training, and other services according to the consumer's approved and prescribed treatment plan. This position also provides services in accordance with agency and Medicaid standards and requirements. Duties also include conducting emergency assessments as warranted and intake assessments. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must. Traveling within the six-county region is required.

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 Burke'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: \$32,124 to \$33,360 annually, depending on qualifications and experience. Travel reimbursement provided.

HOME MANAGER – WHITEHOUSE / RUSHWOOD (P #1498) – B.E. - LUFKIN, TEXAS

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

EDUCATION:

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

EXPERIENCE:

Required: One (1) year continuous experience working with individuals with intellectual and developmental delays in a direct care role.

Preferred: Two ((2) continuous years of experience working with individuals with intellectual and developmental delays. One (1) year of secretarial or clerical experience. Effective computer skills are required. Must be able to demonstrate a working knowledge of Microsoft Word.

LICENSES/CERTIFICATIONS:

Required: Valid Texas Driver’s License

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Monday thru Friday, 10 a.m. to 6 p.m. Days and hours may change depending upon consumer and program needs. Must be able to work any shift in emergencies.

SALARY: \$24,000 - \$24,720 annually.

SUPPORT STAFF III (P #1581) – D.V. – MENTAL HEALTH EMERGENCY CENTER (MHEC), LUFKIN, TEXAS

GENERAL DESCRIPTION: Responsibilities include: breaking down charts; entering information and scanning documents into the electronic medical record; answering a multiline phone and efficiently directing calls to various staff; maintaining, organizing and filing assigned reports and records; providing assistance to other MHEC staff; and other duties as assigned by the Service Director or Nursing Coordinator. Requires knowledge of word processing and database software programs and must have excellent telephone and communication skills. This position is under the direct supervision of the Service Director.

EDUCATION:

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

EXPERIENCE:

Required: One (1) consecutive year of responsible clerical experience with good receptionist skills. Knowledge of Microsoft WORD and Excel.

Preferred: Experience working in a mental health or medical setting, and office management experience.

LICENSES/CERTIFICATONS:

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 Burke's insurance administrator.

PHYSICAL REQUIREMENTS: Must have visual and auditory skills to handle telephone, receptionist and transcription duties; mobility required to bend, reach, lift (up to 50 lbs), while carrying charts and equipment during a work day; ability to sit or stand for prolonged periods of time; fine motor skills for legible handwriting and typing.

HOURS: 5:00pm to 2:00am, Monday through Friday. Considerable flexibility in the schedule is possible given that these programs are in operation 24 hours a day, 7 days a week, but the 8-hour shifts must be between the hours of 5pm and 8am, Monday through Friday nights.

SALARY: \$23,000 annually.

MENTAL HEALTH SPECIALIST- (P #1582) – D.V. – 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 and persons requiring medical detox. 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; monitoring clients on medical detox protocols; 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 or therapy staff and general supervision of the Nursing Supervisor.

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: The schedule is subject to change depending upon the needs of the program. At this time the schedule would be for a total of 7 12-hour shifts every 2 weeks, including 7pm to 7am every other Saturday and Sunday and 10am to 10pm for an additional 5 days every 2 week pay period. Will be required to work at least some weekend and holiday shifts on a rotating basis.

SALARY: \$22,800 to \$24,240 annually, depending on qualifications, experience and shifts worked.

MENTAL HEALTH SPECIALIST- (P #1583) – D.V. – 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 and persons requiring medical detox. 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; monitoring clients on medical detox protocols; 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 or therapy staff and general supervision of the Nursing Supervisor.

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: The schedule is subject to change depending upon the needs of the program. At this time the schedule would be for a total of 7 12-hour shifts every 2 weeks, including 7pm to 7am every other Saturday and Sunday and 10am to 10pm for an additional 5 days every 2 week pay period. Will be required to work at least some weekend and holiday shifts on a rotating basis.

SALARY: \$22,800 to \$24,240 annually, depending on qualifications, experience and shifts worked.

MENTAL HEALTH SPECIALIST-EVENING SHIFT (P#1508) – 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 Burke's 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 Burke'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 8-hour shifts (1:00 p.m. – 10 p.m.) Monday through Friday. Will be required to work some holiday shifts

SALARY: \$22,788 to \$23,472 annually, depending on qualifications and experience.

SUPPORT STAFF I (P #1514) N.S. – ANGELINA MENTAL HEALTH CLINIC, LUFKIN, TEXAS

GENERAL DESCRIPTION: This position is responsible for, but not limited to, scanning documents into electronic charts, assisting clinical staff with scheduling, providing back up to records clerk in completing record requests and preparing charts for appointments, as well as other miscellaneous duties including phone and reception duties. Must have good organizational skills

EDUCATION:

Required: Graduation from an accredited high school or its equivalent

EXPERIENCE:

Required: Minimum of one year office experience and/or experience working in a medical or mental health-related setting.

PHYSICAL REQUIREMENTS: Must have visual and auditory skills to type efficiently, and utilize computer and calculator. Must be able to sit for extended periods of time throughout the workday. Sight, hearing, verbal/communication skills, lifting up to 50 pounds, walking, driving vehicle, legible handwriting and hand/finger dexterity are all needed skills.

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

SALARY: \$19,800 annually.

RESIDENTIAL ASSISTANT – PENDING BOARD APPROVAL RUSHWOOD ALU (P # 1584) – B.E – HOME AND COMMUNITY-BASED SERVICES (HCS), LUFKIN, TEXAS

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

EDUCATION:

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

EXPERIENCE:

Required: Must have six (6) months experience working with individuals in a direct care role.

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's insurance administrator. Must have the ability to document appropriately and keep detailed records.

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

HOURS: Monday-Friday, 2:30 p.m. to 10:30 p.m.

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

RESIDENTIAL ASSISTANT – PENDING BOARD APPROVAL RUSHWOOD ALU (P #1585) – B.E – HOME AND COMMUNITY-BASED SERVICES (HCS), LUFKIN, TEXAS

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

EDUCATION:

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

EXPERIENCE:

Required: Must have six (6) months experience working with individuals in a direct care role.

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's insurance administrator. Must have the ability to document appropriately and keep detailed records.

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

HOURS: 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.

**RESIDENTIAL ASSISTANT – PENDING BOARD APPROVAL RUSHWOOD ALU
(P #1586) – B.E – HOME AND COMMUNITY-BASED SERVICES (HCS), LUFKIN, TEXAS**

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

EDUCATION:

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

EXPERIENCE:

Required: Must have six (6) months experience working with individuals in a direct care role.

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's insurance administrator. Must have the ability to document appropriately and keep detailed records.

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

HOURS: 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.

REGISTERED NURSE (PRN) (P#5623) – K.B. – MENTAL HEALTH EMERGENCY CENTER

GENERAL DESCRIPTION: Registered Nurses are part of a multidisciplinary treatment team and are responsible for providing nursing care services to acutely mentally ill adult residents at the Mental Health Emergency Center. This program operates 24 hours a day, 7 days a week. Under the clinical direction of a physician and Nursing Clinical Coordinator, duties include giving injections, administering oral medications, completing admission and other nursing assessments, completing medication consents, taking inquiry calls from the community regarding potential admissions, reviewing medical records to determine appropriateness for admission, coordinating psychiatric assessments utilizing tele health equipment, coordinating emergency healthcare needs with other medical care providers, and maintaining constructive relationships with stakeholders in the community. Other responsibilities include inventory of medications, patient education, documentation, supervising LVN staff and mental health specialist staff, and other duties as assigned.

EDUCATION:

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

EXPERIENCE:

Required: At least 1 year experience as a licensed RN working in a medical or acute mental health setting

Preferred: At least 6 months experience working in a mental health setting

LICENSES/CERTIFICATIONS:

Required: Texas license as a Registered Nurse.

SPECIAL REQUESTS OR COMMENTS:

Required: Must be physically able to complete Preventive Management of Aggressive Behaviors (PMAB), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator.

PHYSICAL REQUIREMENTS: Sight, hearing, talking, lifting up to 50 pounds, walking, bending or kneeling and fine motor skills for legible handwriting and typing.

HOURS: PRN days or nights

Salary: \$29 to \$32 per hour depending on shift worked.

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 Burke 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 Burke'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.

LICENSED VOCATIONAL NURSE PRN (P #2248) - 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, or other medical 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: PRN days or evenings.

SALARY: \$16 to \$20 per hour depending on shift worked, qualifications, and experience.

AFTER HOURS ASSESSOR (P #2265) - G.C. – TYLER COUNTY

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 5:00 p.m. and 8:00 a.m. Monday through Friday, continuous through the weekend and on Holidays.

SALARY: Paid per assessment. No travel reimbursement.

CERTIFIED PHARMACY TECHNICIAN – PART-TIME (P #5251) - J.H. – 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: \$12.50 per hour.

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

GENERAL DESCRIPTION: This position provides direct clinical services, predominantly Whole Health Action Management to adults. Duties may include administration of a health risk assessment, individual and group work with current recipients of mental health services, planning and organizing educational events, documentation of service provision, and other duties that may be assigned.

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

EXPERIENCE:

Required: At least one cumulative year of receiving mental health services for a diagnosis of bipolar disorder, schizophrenia (or related condition) or major depressive disorder.

LICENSES/CERTIFICATIONS:

Required: Valid Texas Driver's License, Ability to attend training and test to become a Certified Peer Specialist and a provider of Whole Health Action Management (WHAM)

SPECIAL REQUESTS OR COMMENTS:

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator. Must be willing to share stories of your lived experience as a recipient of mental health services.

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

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

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

RESIDENTIAL ASSISTANT (P #1122) – C.H. – PINELAND GROUP HOME, PINELAND, 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; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. 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 active treatment data, medication inventory records, and progress reports. Other documentation is required on an as-needed basis. Reliable transportation required.

EDUCATION:

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

EXPERIENCE:

Required: Six (6) months of responsible experience working with individuals in a direct service role OR has completed Burke's Caregiver Training Program.

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 all required employee training. Must have a driving record insurable by Burke'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: 8:00 p.m. to 9:30 a.m. on Wednesday & Thursday; 8:00 p.m. to 9:00 a.m. on Friday. Additional hours required for staff and consumer meetings.

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

DAY HABILITATION SPECIALIST (P #5337) – C.R. – KIRBYVILLE DAY SERVICES, KIRBYVILLE, TEXAS

GENERAL DESCRIPTION: Responsible for the overall daily management of the NDI Janitorial contract needs. Responsible for safety and completing all janitorial duties as assigned in a timely manner. Work with professional, paraprofessional, and consumers. Maintain safe work environment.

EDUCATION:

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

EXPERIENCE:

Preferred: Janitorial experience.

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, and other training modules.

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

HOURS: Monday through Friday, 4:00p.m.-12:00p.m. Hours may vary to meet contract requirements.

SALARY: \$8.50 to \$8.75 per hour, depending on qualifications and experience.

HCS/TXHML COURIER – PART TIME (P #2252) – K.M. – HOME & COMMUNITY-SERVICES/TEXAS HOME LIVING PROGRAM, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Courier provides transportation and supervision to individuals with an DD diagnoses served by the HCS/TxHmL programs on a daily basis. Work duties may include but are not limited to: supervision of consumers to and from day programs, transporting to appointments, deliver groceries/supplies, take care of daily mail route, work with staff/consumers in alternate living residences, work with Case Managers, provide consumer training as requested, assisting with filing charts, clerical duties, and assisting with maintaining unit vehicles.

EDUCATION:

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

EXPERIENCE:

Preferred: One (1) year of responsible experience working with individuals who are developmentally delayed in a direct care role.

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, CPR, First Aid, Defensive Driving, Van Driving and training modules. Must have a driving record insurable by Burke's insurance administrator. Must have the ability to document appropriately and keep detailed records.

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

HOURS: Generally, 7:30 a.m.- 9:30 a.m., and 2:30 p.m. - 4:30 p.m. Monday through Friday. Hours/days may vary depending on consumer needs. Appointments and trainings could occur at any time throughout the day.

SALARY: \$8.00 per hour.

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 Burke'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.

RESIDENTIAL ASSISTANT (P #5041) – B.E. – 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 Burke'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 Burke'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 #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 Burke'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 #5296) – C.H. – PINELAND GROUP HOME, PINELAND, TEXAS

GENERAL DESCRIPTION: Part-time workers (male & female) needed to staff an ICF-MR Group Home in Pineland Texas. A variety of shift work hours are available. This is an ideal job for college students, particularly those with aspirations of becoming helping professionals. The primary criteria are to have good interpersonal skills and be sensitive and caring towards individuals with disabilities. Reliability and dependability are also very important. The Residential Assistant provides training and assistance to consumers and completes household duties and daily documentation.

EDUCATION:

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

EXPERIENCE:

Preferred: 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 have a driving record insurable by Burke's insurance administrator. Reliable transportation required. Ability to work any shift.

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

HOURS: Varied as needed.

PAY: \$7.50 per hour; increase 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 Burke'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.