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[www.myburke.org](http://www.myburke.org)

### 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.**

**Burke Job Posting/ Job Description**

**Position Title**

Telemedicine Psychiatric Provider – A.H. – East Texas Behavioral Healthcare Network, Lufkin, TX

**Position Number**

P #1499

**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.

**Burke Job Posting/ Job Description**

**Position Title**

Adult Psychiatrist, Physician Assistant, or Advanced Practice Registered Nurse - J.S.  
Burke Outpatient Mental Health Clinic - Lufkin, TX  
*(Position is available through Tele-medicine)*

**Position Number**

P #1608

**General Description**

Performs psychiatric evaluations and medication management appointments with consumers as appropriate. Provides support and consultation to other team members and service providers. Documentation of patient communication and clinical treatment accurately and appropriately in the agency's electronic medical record system. 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 Certification in General Psychiatry; Certification in psychiatry in your discipline.

**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.

**Burke Job Posting/ Job Description**

**Position Title**

Child & Adolescent Psychiatrist – J.S. – Burke Outpatient Mental Health Clinic – Lufkin, TX  
(Position is available through Tele-medicine)

**Position Number**

P #1609

**General Description**

Performs psychiatric evaluations and medication management appointments with consumers as appropriate. Provides support and consultation to other team members and service providers. Documentation of patient communication and clinical treatment accurately and appropriately in the agency's electronic medical record system. 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

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

**Burke Job Posting/ Job Description**

**Position Title**

Speech Language Pathologist - P.P. - Burke ECI Program - Jasper/Newton Counties

**Position Number**

P #1295

**General Description**

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

**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 Texas State Board of Examiners for Speech-Language Pathology and Audiology.

Required: Valid Texas Driver's License

**Physical Requirements**

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

**Hours**

Monday through Friday, 8:00 am to 5:00 pm

**Salary**

Negotiable, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### Position Title

Vocational/Day Habilitation Specialist III - C.R. - Burke Industries - Kirbyville, TX

### Position Number

P #1461

### General Description

The NDI Hourly Vocational Specialist will be responsible for the daily management of services provided within the Kirbyville Burke Industries Program. The Vocational Specialist is responsible for: ensuring that consumer's daily goals are met and documentation is complete, completing monthly income reports, recording and submitting time for client payroll, reviewing and tracking contract data, assisting the manager with the development and monitoring of contract schedules and performances, workers and consumers welfare and safety, and maintaining a safe working and training environment, and any other duties as assigned by the Supervisor.

### Education

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

### Experience

Required: One (1) year of responsible clerical experience. Proficient in Microsoft Word, type 45 WPM, and experience with multi-line telephone system.

Preferred: One (1) year of 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 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 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 through Friday, 8:00am to 5:00pm.

### Salary

Negotiable, depending on experience.

**Burke Job Posting/ Job Description**

**Position Title**

Speech Therapy Assistant - P.P. - Burke ECI Program - Jasper/Newton Counties

**Position Number**

P #1629

**General Description**

This position provides speech, oral motor therapy, and consultative services as recommended by the team to developmentally delay and/or medically at risk children age birth to three (3) in a community-based setting. Other responsibilities will include; provide screening, assessment services and participation in the development of comprehensive treatment plans. Travel is required.

**Education**

Required: Bachelor's degree in Communication Sciences and Disorders 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: Licensed Assistant in Speech-Language Pathology by the Texas State Board of Examiners for Speech-Language Pathology and Audiology.

**Individuals seeking licensure will be considered.**

Required: Valid 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**

Monday through Friday, 8:00 am to 5:00 pm

**Salary**

Negotiable, depending on qualifications and experience.

**Burke Job Posting / Job Description**

**Position Title**

Registered Nurse (Night shift) - L.W. - Mental Health Emergency Center - Lufkin, TX

**Position Number**

P #1615

**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 telehealth 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. Call rotation assignment on an as needed basis.

**Education**

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 six (6) months as a licensed RN.

Preferred: At least one (1) year experience as a licensed RN working in a medical or acute mental health setting.

**Licenses/Certifications**

Required: Texas license as a Registered Nurse.

Required: Valid Texas Driver's license.

**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**

7pm to 7am; with a total of 7 shifts every 14 days. May be required to work every other weekend, and holidays on a rotating basis.

**Salary**

\$49,800 to \$50,592 annually, depending on qualifications and experience.

## **Burke Job Posting/ Job Description**

### **Position Title**

Therapist – C.B. – Angelina Mental Health/Family Counseling Association - Lufkin, TX

### **Position Number**

P #1522

### **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 & 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.

Required: Valid Texas Driver's license.

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

### **Physical Requirements**

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

### **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.

### **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.

## Burke Job Posting/ Job Description

### Position Title

Therapist – C.B. – Angelina Mental Health/Family Counseling Association - Lufkin, TX

**“PENDING BOARD APPROVAL”**

### Position Number

P #1640

### 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 & 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.

### Physical Requirements

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

### 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.

### 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.

## Burke Job Posting/ Job Description

### Position Title

Therapist – C.B. – Angelina Mental Health/Family Counseling Association - Lufkin, TX

**“PENDING BOARD APPROVAL”**

### Position Number

P #1641

### 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 & 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.

### Physical Requirements

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

### 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.

### 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.

## Burke Job Posting/ Job Description

### Position Title

Therapist – M.T. – Nacogdoches Mental Health/Family Counseling Association –  
Nacogdoches, TX

**“PENDING BOARD APPROVAL”**

### Position Number

P #1642

### 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 & 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.

### Physical Requirements

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

### 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.

### 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.

## Burke Job Posting/ Job Description

### Position Title

Therapist - D.M. – Polk Mental Health/Family Counseling Association - Livingston, TX

**“PENDING BOARD APPROVAL”**

### Position Number

P #1643

### 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 & 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.

### Physical Requirements

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

### 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.

### 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.

## Burke Job Posting/ Job Description

### **Position Title**

Registered Nurse - M.C. - IDD Specialized Therapy - Lufkin, TX

### **Position Number**

P#68

### **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 experience working with individuals having Developmental Disabilities in a community setting.

### **Licenses/Certifications**

Required: Registered Nurse, in good standing with the State of Texas.

Required: 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 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, 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**

\$45,500 - \$47,000 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Registered Nurse - M.C. - IDD Specialized Therapy - Lufkin, TX

### **Position Number**

P #1512

### **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 experience working with individuals having Developmental Disabilities in a community setting.

### **Licenses/Certifications**

Required: Registered Nurse, in good standing with the State of Texas.

Required: 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 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, 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**

\$45,500-\$47,000 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – D.M. – Polk Mental Health Clinic – Livingston, Texas

### **Position Number**

P #1607

### **General Description**

The Mental Health Clinician will provide direct care rehabilitative services to individual adults, as well as potentially work with children/adolescents and their families, enrolled in services with chronic mental illness in the office and community/home settings. Will perform services according to the individual's approved and prescribed recovery plan, and according to Center and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in Polk, San Jacinto, and Tyler Counties. Performs duties under the supervision of the unit Clinical Coordinator. As this position will require some travel to remote areas, reliable transportation 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 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 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. However, this position may require occasional after-hours work to complete job responsibilities.

### **Salary**

\$35,214 - \$35,832 annually, depending on qualifications and experience. Travel reimbursement provided.

## Burke Job Posting/ Job Description

### **Position Title**

Crisis Mental Health Clinician – DV – Mental Health Emergency Center - Lufkin, Texas

### **Position Number**

P #1387

### **General Description**

The Crisis Mental Health Clinician will provide direct care rehabilitative services to adults at the Mental Health Emergency Center that operates 24 hours a day, 7 days a week. Duties will include, but may not be limited to the following: conducting mental health and admission assessments; providing group and individual rehabilitative services; handling referral calls; discharge planning, making arrangements for client transfers to psychiatric hospitals; and providing safety monitoring for clients admitted to these programs. 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: Bachelor's degree in Social Work, Psychology, Rehabilitation or other Human Services discipline that meets QMHP requirements, from an accredited college or university.

Preferred: BSW

### **Experience**

Preferred: Six (6) month's full-time direct care experience working with adults in a behavioral healthcare or mental health setting.

### **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 Burke's insurance administrator.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 50 pounds, prolonged standing, walking, driving a vehicle, and hand/finger dexterity.

### **Hours**

This position works 12-hour shifts: 7am – 7pm. Will work 7 shifts (80 working hours) every 14 days. Will be required to work every other weekend and some holiday shifts on a rotating basis.

### **Salary**

\$33,978 to \$36,450 annually, depending on qualifications and experience as a QMHP in a community mental health setting.

## Burke Job Posting/ Job Description

### Position Title

Mental Health Clinician – D.M. - Family Counseling Associates - Livingston, Texas

**“PENDING BOARD APPROVAL”**

### Position Number

P #1639

### General Description

The Mental Health Clinician will provide direct care rehabilitative services to individual children/adolescents and their families, as well as potentially work with adults, enrolled in services with chronic mental illness in the office and community/home settings. Will perform services according to the individual’s approved and prescribed recovery plan, and according to Burke and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in Polk, San Jacinto, and Tyler Counties. Performs duties under the supervision of the unit Clinical Coordinator. As this position will require some travel to remote areas, reliable transportation 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 – LSBW.

### Physical Requirements

Sight, hearing, talking, lifting up to 50 pounds, prolonged standing, walking, driving a vehicle, and hand/finger dexterity.

### Special Requests or Comments

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.

### Hours

Monday-Friday, 8:00 a.m. to 5:00 p.m., May require occasional after-hours work to complete job responsibilities.

### Salary

\$33,978 to \$35,214 Annually, depending on qualifications and experience. Travel reimbursement provided.

**Burke Job Posting/ Job Description**

**Position Title**

Mental Health Clinician – C.B. – Angelina Mental Health Clinic - Lufkin, Texas

**Position Number**

P #1365

**General Description**

The Mental Health Clinician will provide direct care rehabilitative services to individual adults, as well as potentially work with children/adolescents and their families, enrolled in services with chronic mental illness in the office and community/home settings. Will perform services according to the individual's approved and prescribed recovery plan, and according to Center and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in Angelina, Sabine, Jasper, Newton, Houston & Trinity counties. Performs duties under the supervision of the unit Clinical Coordinator. As this position will require some travel to remote areas, reliable transportation 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) months of direct care experience in an adult mental health setting, inclusive of some mental health crisis evaluation and intervention..

**Licenses/Certifications**

Required: Valid Texas driver's license.

Preferred: 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.

**Physical Requirements**

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

**Hours**

Monday – Friday, 8am-5pm.

**Salary**

\$32,124 to \$34,596 annually, depending on qualifications and experience. Travel reimbursement provided.

## Burke Job Posting/ Job Description

### Position Title

Mental Health Clinician – C.B. – Family Counseling Associates – Lufkin, Texas

**“PENDING BOARD APPROVAL”**

### Position Number

P #1638

### 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 include conducting emergency assessments as warranted. 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) months’ direct care experience working with children or adolescents in a behavioral healthcare or educational setting. Knowledge of growth and development. 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 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 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. However, this position may require occasional after-hours work to complete job responsibilities.

### Salary

\$32,124-\$33,360 annually, depending on qualifications and experience. Travel reimbursement provided.

## Burke Job Posting/ Job Description

### Position Title

Service Coordinator – R.H. – Service Coordination -Kirbyville, TX

### Position Number

P #729

### 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; and crisis prevention and management. 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

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. Preferred: Bachelor's degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, 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 Requests/Comments

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

### Physical Requirements

Must be physically able to complete all required training to include: Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, and all other required training. Must have visual and auditory skills sufficient to evaluate and monitor consumer needs; fine motor skills for legible writing and typing; mobility required to bend, reach, lift (up to 25 lbs) while assisting consumers, and carrying charts and equipment during a work day. Reliable transportation required.

### Hours

Monday-Friday, 8 a.m.- 5 p.m. After hours work may be required to meet consumer and program needs.

### Salary

\$29,500 to \$32,500 annually, depending on experience and qualifications.

## Burke Job Posting/ Job Description

### Position Title

Provider Care Coordinator – K.M. – Home & Community – Based Services – Lufkin, TX

### Position Number

P #1604

### General Description

The HCS/TxHmL Provider Care Coordinator (PCC) provides on-going direct support for individuals served in the HCS and Texas Home Living Programs. Duties include, but are not limited to: providing coordinating activities, completing assessments, assists in the development of a person-centered plan, and develops an implementation plan. 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 for Burke 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 AND five (5) years of paid experience in a program which provides direct care to consumers with Intellectual and Development Disabilities. Must be familiar with Person Directed Plans and Implementation Plans.

Preferred: Bachelor’s degree from an accredited college or university in Social Work, Rehabilitation, Psychology, Counseling, Sociology, Human Development, Educational Psychology, or with a major in a Social, Behavioral or Human Services field.

### Experience

Required: Must have good computer skills to document in electronic medical record.

### Licenses/Certifications

Required: Valid Texas Driver’s License.

### Physical Requirements

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

\$27,700 to \$30,700 annually, depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

Support Staff III – A.H. – East Texas Behavioral Healthcare Network (ETBHN) – Lufkin, TX

**Position Number**

P #1637

**General Description**

Support Staff will assist Telemed Intake Coordinator with up keep of contracts and prescriptive authority agreements for APRNs, travel to complete home installs and contract requirements, and serve as backup to Telemed Intake Coordinator. Additional duties will include: maintenance and up keep of timesheet software including reports, data monitoring, and billing and invoicing. Support Staff will coordinate clinic schedules and workflow with ETBHN Telemedicine Contracting Centers; work with ETBHN IT staff on SharePoint software by creating users, maintaining help desk requests, and maintaining credentials on current and new contract staff.

**Education**

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

**Experience**

Required: Two (2) years' of responsible clerical and administrative support experience. Proficient in Microsoft Word and Access.

**Licenses/Certifications**

Required: Valid Texas Driver's License

**Special Requests or Comments**

Required: Must be able to complete Defensive Driving and Training Modules. Must have a driving record insurable by Burke's insurance administrator. Applicants may be asked to complete a pre-interview screening that addresses computer skills.

**Physical Requirements**

Must have visual and auditory skills sufficient to interact with consumers and staff. Mobility required to bend, reach, lift (up to 25 pounds) for carrying charts, supplies and equipment. Fine motor skills required for legible writing.

**Hours**

Monday through Friday; 8:00 a.m. to 5:00 p.m. Travel is required up to 30% of the time.

**Salary**

\$24,000 to \$25,000 annually; depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

Family Partner – M.C. – Nacogdoches Family Counseling Associates - Nacogdoches, Texas

**Position Number**

P #2273

**General Description**

This position is active as a member of the Intensive Case Management/Wraparound team process providing peer mentoring and support to the primary caregivers; engaging the family in the treatment process; modeling self-advocacy skills; providing information, referral and non-clinical skills training; maintaining engagement; assisting in the identification of natural/non-traditional and community support systems; and documenting the provision of all family partner services, including both face-to-face and non face-to-face activities.

**Education**

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

**Experience**

Required: A parent or primary caregiver of a child or adolescent who has successfully received at least 1 year of treatment for a mental health diagnosis and/or in Special Education.

**Licenses/Certifications**

Required: Valid Texas Driver's License, Ability to attend training and test to become a Certified Family Partner.

**Physical Requirements**

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

**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. Must have a reliable vehicle.

**Hours**

Monday through Friday, 32 hours per week.

**Salary**

If non-certified, \$22,000 annually. Certified, \$24,000 annually.

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant – Shadylake – J.M. – Home and Community Based Services (HCS)  
Lufkin, TX

**Position Number**

P #207

**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/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: 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. Must have the ability to document appropriately and keep detailed records.

**Physical Requirements**

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

**Hours**

Monday – Thursday; 10:30pm -8:30am.

**Salary**

\$18,800-\$20,800 annually.

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant -Freeman - J.M. - Home and Community Based Services - Lufkin, TX

**Position Number**

P #886

**General Description**

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

**Education**

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

**Experience**

Required: Must have six (6) months direct care experience for individuals with intellectual and developmental disabilities. Must have the ability to use a computer to document appropriately and keep detailed records. 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/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 complete all required employee training. 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, and/or hand-finger dexterity.

**Hours**

Monday - Friday; 2:30pm - 10:30pm.

**Salary**

\$18,800-\$20,800 annually.

## Burke Job Posting/ Job Description

### Position Title

Residential Assistant –Whitehouse ALU– Rushwood ALU - B.E. – Home & Community-Based Services (HCS), Lufkin, TX

### Position Number

P #1245

### General Description

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/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: 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. 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, and/or 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

\$18,800 - \$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.**

## Burke Job Posting/ Job Description

### **Position Title**

Crisis Therapist-D.V.-Mental Health Emergency Center-Lufkin, TX

### **Position Number**

P #5277

### **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.

Required: Valid Texas Driver's license.

### **Physical Requirements**

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

### **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.

### **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.

**Burke Job Posting/ Job Description**

**Position Title**

Part-Time Speech Language Pathologist - P.P. - Burke ECI Program - Angelina & surrounding counties

**Position Number**

P #5273

**General Description**

This position provides speech, oral motor therapy and consultative services as recommended by the team to developmentally delay and/or medically at risk children age birth to three (3) in a community-based setting. Other responsibilities will include; provide screening, assessment services and participation in the development of comprehensive treatment plans. Travel is required.

**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 Texas State Board of Examiners for Speech-Language Pathology and Audiology.

Required: Valid Texas Driver's license

**Physical Requirements**

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

**Hours**

Monday through Friday, hours will vary as needed.

**Salary**

Negotiable, depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

Part-Time Support Staff - J.M. - Angelina Mental Health Clinic - Jasper, Texas

**Position Number**

P #5638

**General Description**

This position interacts on a daily basis with the general public, visitors to the office, and Burke staff. This position requires support staff to maintain an effective working relationship with consumers and staff. Responsibilities include answering multi-line phones and directing calls to various staff and/or answering requests for Burke services; while demonstrating good telephone etiquette, and other verbal and written communication skills. This position requires support staff to maintain confidential data, as required by agency policies and procedures. Other responsibilities include data entry; maintaining, processing, and scanning records; managing supplies, equipment, and vehicles; assisting supervisor in data gathering, completion of reports; as well as performing other miscellaneous duties. The position is under the direct supervision of the Service Staff Supervisor.

**Education**

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

**Experience**

Required: One (1) consecutive year of responsible general office experience, receptionist skills, and computer skills.

Preferred: Two (2) or more consecutive years of receptionist/ office experience, proficiency in Word and Excel, some college hours in the Human Service field, six (6) months' clerical experience in a medical and/or mental health setting, and experience with medication management and medical terminology. Bilingual (English/Spanish) skills preferred.

**Physical Requirements**

Must have visual and auditory skills sufficient to interact with consumers and staff, to type efficiently and utilize computers. Must have mobility to sit or stand for prolonged periods of time and to bend, reach, lift (up to 25 pounds) for carrying charts, supplies, and equipment. Fine motor skills required for legible writing.

**License/Certifications**

Required: Valid Texas Driver's license

**Hours**

Monday - Friday, 20 hours per week.

**Salary**

\$10-\$12 per hour

**Burke Job Posting/ Job Description**

**Position Title**

Vocational Specialist - B.M. - Burke Industries - Lufkin, TX

**Position Number**

P #5335

**General Description**

The NDI Hourly Vocational Specialist will be responsible for the overall daily management of clients and janitorial contracts. Responsibilities will include client - employee welfare and safety compliance with contract terms and local customer satisfaction; client/employee training; and oversee related documentation, inventory control, vehicle and equipment upkeep, and other duties as assigned. This position will provide vocational services in Angelina County of Texas. The NDI Manager directly supervises this position. Potential hazardous working conditions do exist.

**Education**

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

**Experience**

Required: Computer Skills

Preferred: One (1) year of experience working in a janitorial setting and working with people with disabilities.

**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.

**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 through Friday, 3:30pm -10:00pm. Hours could vary depending on contracts.

**Salary**

\$8.50 to \$10.00 per hour, depending on experience.

**Burke Job Posting/ Job Description**

**Position Title**

HCS/TXHML Courier (Part-Time) - K.M. - Home & Community Services/Texas Home Living Program - San Augustine, Tyler, & Orange Counties

**Position Number**

P #2252

**General Description**

The Courier provides transportation and supervision to individuals with a 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**

Monday through Friday; 7:30 a.m. - 9:30 a.m., and 2:30 p.m. - 4:30 p.m.

Hours/days may vary depending on consumer needs. Appointments and trainings could occur at any time throughout the day.

**Salary**

\$8.00 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

In-Home Day Habilitation Provider – K.M. Lufkin, TX

**Position Number**

P #5246

**General Description**

The In-Home Provider is responsible for providing guidance and care for individuals who live in their home. Duties involve providing training in home and transportation for community activities. Daily documentation includes written narratives, Billing Logs, and program and narrative data sheets. The in-home provider must be dependable and able to meet monthly deadlines.

**Education**

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

**Experience**

Preferred: Six (6) months of continuous responsible experience working with individuals with mental retardation 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, Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive 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, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity.

**Hours**

This is a part-time position, working 32 hours a week.

**Salary**

\$8.00 per hour, plus reimbursement for travel

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant – C.B. – Diboll House - Diboll, TX

**Position Number**

P #5298

**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.

**Physical Requirements**

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

**Hours**

Hours vary as needed. Must be willing to work some weekends.

**Salary**

\$9.00 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant -Nacogdoches Group Home - C.B. - Nacogdoches, TX

**Position Number**

P #5293

**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 - (1) 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.

Preferred: Valid Texas commercial driver's license (CDL)

**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 be willing to obtain a Texas Commercial Driver's License. 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.

**Salary**

9.00 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant – B.E. – Home & Community-Based Services (HCS), Lufkin, TX

**Position Number**

P #5041

**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/Certifications**

Required: Valid Texas driver's license.

**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.

**Salary**

\$9.00 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant - C.H. - Newton Group Home - Newton, TX

**Position Number**

P #5295

**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, walking, driving a vehicle, and hand/finger dexterity.

**Hours**

Hours will vary as needed.

**Salary**

\$9.00 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant - C.H. - Kirbyville Group Home - Kirbyville, TX

**Position Number**

P #5294

**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, walking, driving a vehicle, and hand/finger dexterity.

**Hours**

Hours will vary as needed.

**Salary**

\$9.00 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant - C.H. - Pineland Group Home - Pineland, TX

**Position Number**

P #5296

**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**

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**

Hours will vary as needed.

**Salary**

\$9.00 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant – C.B. – Cunningham Group Home – Lufkin, TX

**Position Number**

P #5299

**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 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, walking, driving a vehicle, and hand/finger dexterity.

**Hours**

Hours will vary as needed.

**Salary**

\$9.00 per hour.