

# Burke Center

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## NOTICE OF POSITION OPENINGS

The Burke Center does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

**Only applications submitted with a specific numbered position listed will be considered.**

**Physical requirements listed in positions will be discussed in detailed at time of interview.**

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.

**NOTE: Any staff member interested and qualified for any of the positions listed below should submit an Internal Application to the Human Resource office. Existing Burke Center employees will be given preferred consideration.**

**THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.**

**PHYSICIAN, ADVANCED PRACTICE NURSE, PHYSICIAN ASSISTANT (P #734) – J.S. – NACOGDOCHES MENTAL HEALTH CLINIC, NACOGDOCHES, TEXAS**

**GENERAL DESCRIPTION:** Provision of psychiatric services to adults (may include some child and adolescent coverage).

**EDUCATION:**

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

**LICENSES/CERTIFICATIONS:**

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

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

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

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

**SALARY:** Negotiable, depending on certification/license.

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

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

**EDUCATION:**

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

**LICENSES/CERTIFICATIONS:**

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

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

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

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

**SALARY:** Negotiable, depending on certification/license.

**SERVICE DIRECTOR (P #1239) – J.S. – POLK MENTAL HEALTH & FAMILY COUNSELING ASSOCIATES, LIVINGSTON, TEXAS**

**GENERAL DESCRIPTION:** The Service Director is responsible for developing, implementing and managing all administrative and clinical systems of the outpatient adult and child/adolescent mental health center. Responsibilities include: Managing fiscal, productivity and utilization data to efficiently allocate resources and deliver services to the target population; selecting, training, and retaining staff; managing information, environmental and fiscal resources; developing program initiatives to improve performance; preparing and monitoring budgets; maintaining quality of care specific to state mandated resiliency and disease management services; supervising clinical coordinator(s), therapists, support staff supervisors, medical staff, mental health clinicians, and support staff; overseeing utilization management of services provided, records management, and performance evaluations; and reviewing and monitoring authorizations for mental health services. The person in this position also serves on committees both internally and in the community. Clinical responsibility covers service provision in Polk, San Jacinto, and Tyler Counties. This position reports to the Outpatient Mental Health Director.

**EDUCATION:**

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

**EXPERIENCE:**

**Required:** At least three (3) years full-time experience in a psychiatric or mental health setting; minimum of one (1) year full-time supervisory experience.

**LICENSES/CERTIFICATIONS:**

**Required:** Licensure as one of the following: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), or Licensed Psychologist (LP) with the State of Texas. Or, if applying from out of state licensure within 3 months of hire in one of the above disciplines.

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. After hours as necessary.

**SALARY:** \$50,500 to \$53,000 annually, depending on qualifications and experience.

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

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

**EDUCATION:**

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

**EXPERIENCE:**

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

**LICENSE/CERTIFICATIONS:**

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

**SPECIAL TRAINING:**

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

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** Generally, 8:00 a.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:** \$42,000 to \$45,000 annually, depending on qualifications and experience.

**MENTAL HEALTH SPECIALIST-DAY SHIFT (P # 1410) – DV – MENTAL HEALTH EMERGENCY CENTER**

**GENERAL DESCRIPTION:** The Mental Health Specialist will provide safety monitoring of resident clients and assists in establishing and maintaining an environment that is therapeutic for persons with mental illness on the Extended Observation and Crisis Residential Units at the Mental Health Emergency Center in Lufkin. 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 locations 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 Therapist and general supervision of the Clinical Nurse Coordinator.

**EDUCATION:**

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

**EXPERIENCE:**

**Preferred:** Experience working with adults with mental illness.

**LICENSES/CERTIFICATIONS:**

**Required:** Valid Texas driver's license.

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** Staff in this position will work 12-hour shifts (7:00am – 7:00pm) with a total of 7 shifts every 14 days. Will be required to work at least some weekend and holiday shifts on a rotating basis.

**SALARY:** \$22,968 to \$24,108 annually, depending on qualifications and experience.

**RESIDENTIAL ASSISTANT (P # 488) – 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/IDD group home). Work involves supervising day-to-day living activities; perpetuating a harmonious, home like environment; working with other professionals; routine documentation; maintaining the group home; and other duties as assigned by the supervisor. Reliable transportation required.

**EDUCATION:**

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

**EXPERIENCE:**

**Required:** Six (6) months experience working with individuals with intellectual and development disabilities in a direct service role.

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

**LICENSES/CERTIFICATIONS:**

**Required:** Valid Texas driver's licenses.

**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 and Defensive Driving training modules. Must have a driving record insurable by the Burke Center's insurance administrator. Must have ability to keep detailed records.

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

**HOURS:** Wednesday, Thursday and Friday; and Thursday, Friday and Saturday alternating months. 6:00pm to 7:30am two days and 7:00am the third day.

**SALARY:** 17,885-18,725 annually.

**RESIDENTIAL ASSISTANT (P #1122) – C.B. –NACOGDOCHES GROUP HOME, NACOGDOCHES, TEXAS**

**GENERAL DESCRIPTION:** The Residential Assistant (RA) is responsible for providing guidance and care for individuals with intellectual and developmental disabilities in a residential setting. Daily duties involve supervising and/or assisting consumers in performing basic self-help skills and home management tasks. The RA assists the Day Programmer in providing active treatment as scheduled. The RA is also responsible for ensuring that the group home environment is kept safe and clean according to Life Safety and Health standards. Daily documentation includes activity notes, medication inventory records, and progress reports. Other documentation is required on an as-needed basis.

**EDUCATION:**

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

**EXPERIENCE:**

**Required:** Six (6) months of responsible experience working with individuals with intellectual and developmental disabilities in a direct service role.

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

**LICENSES/CERTIFICATIONS:**

**Required:** Valid Texas Driver's license. Must obtain a Texas Commercial Driver's License (CDL) within (3) months of hire.

**Preferred:** Valid Texas Commercial Driver's License (CDL).

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid and Defensive Driving training modules. Must complete all required employee training. Must have a driving record insurable by the Center's insurance administrator.

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

**HOURS:** 6:00 p.m. to 7:30 a.m., Thursday and Friday; and 6:00 p.m. to 7:00 a.m., Saturday. Days off rotate every month and may vary depending on need. Additional hours required for staff and consumer meetings.

**SALARY:** \$17,885 to \$18,725 annually, depending on qualifications and experience.

**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.**

**RESIDENTIAL ASSISTANT (P #5041) – B.D. – HOME & COMMUNITY-BASED SERVICES (HCS), LUFKIN, TEXAS**

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

**EDUCATION:**

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

**EXPERIENCE:**

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

**LICENSES/CERTIFICATION:**

**Required:** Valid Texas driver's license.

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** Up to 32 hours per week. Days and times vary depending on consumer and program needs.

**PAY:** \$7.75 to \$8.25 per hour, depending on qualifications and experience.

**RESIDENTIAL ASSISTANT (P #5295) – C.B. – NEWTON GROUP HOME, NEWTON, TEXAS**

**GENERAL DESCRIPTION:** The Residential Assistant (RA) is responsible for providing guidance and care for individuals with intellectual and developmental disabilities in a residential home. Daily duties involve supervising residents in performing basic self-help skills, home management tasks, and providing active treatment as scheduled. The RA is also responsible for ensuring that the group home environment is kept safe and clean according to Life Safety and Health standards. Daily documentation includes activity notes, medication inventory records, and progress reports. Other documentation is required on an as-needed basis.

**EDUCATION:**

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

**EXPERIENCE:**

**Preferred:** Six (6) months experience working with adults with developmental disabilities.

**LICENSES/CERTIFICATIONS:**

**Required:** Valid Texas driver's license.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid and Defensive Driving training modules. Must complete required employee training.

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

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

**HOURS:** Varied as needed.

**PAY:** \$7.50 to \$7.75 per hour, depending on qualifications and experience.

**RESIDENTIAL ASSISTANT (P #5299) - C.B. – CUNNINGHAM GROUP HOME, LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** The Residential Assistant (RA) provides training and care for individuals who live in a residential facility (ICF/MR group home). Work involves supervising day-to-day living activities; perpetuating a harmonious, home-like environment; working with other professionals; routine documentation; maintaining the group home; and other duties as assigned by the supervisor. Reliable transportation required.

**EDUCATION:**

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

**EXPERIENCE:**

**Preferred:** Six (6) months' experience working with individuals with developmental disabilities.

**LICENSES/CERTIFICATIONS:**

**Required:** Valid Texas driver's license.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by the Burke Center's insurance administrator. Must have ability to keep detailed records.

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

**HOURS:** Hours vary as needed.

**PAY:** \$7.25 to \$7.95 per hour, depending on qualifications and experience.

**RESIDENTIAL ASSISTANT (P #5294) – C.H. – KIRBYVILLE GROUP HOME, KIRBYVILLE, TEXAS**

**GENERAL DESCRIPTION:** The Residential Assistant (RA) is responsible for providing guidance and care for mentally retarded individuals in a residential home. Daily duties involve supervising residents in performing basic self-help skills, home management tasks, and providing active treatment as scheduled. The RA is also responsible for ensuring that the group home environment is kept safe and clean according to Life Safety and Health standards. Daily documentation includes activity notes, medication inventory records, and progress reports. Other documentation is required on an as-needed basis.

**EDUCATION:**

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

**EXPERIENCE:**

**Preferred:** Six (6) months experience working with adults with developmental disabilities.

**LICENSES/CERTIFICATIONS:**

**Required:** Valid Texas driver's license.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid and Defensive Driving training modules. Must complete required employee training. Must have a driving record insurable by the Center's insurance administrator.

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

**HOURS:** Varied as needed.

**PAY:** \$7.50 to \$7.75 per hour, depending on qualifications and experience.

**RESIDENTIAL ASSISTANT (P #5298) - C.B. - DIBOLL HOUSE, DIBOLL, TEXAS**

**GENERAL DESCRIPTION:** The Residential Assistant (RA) provides training and care for individuals who live in a residential facility (ICF/MR group home). Work involves supervising day-to-day living activities; perpetuating a harmonious, home-like environment; working with other professionals; routine documentation; maintaining the group home; and other duties as assigned by the supervisor. Reliable transportation required.

**EDUCATION:**

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

**EXPERIENCE:**

**Preferred:** At least six (6) months of continuous responsible experience working forty (40) hours a week with individuals with intellectual and developmental disabilities in a direct care role, or one (1) year of continuous responsible experience working on an hourly basis with individuals with intellectual and developmental disabilities in a direct care role.

**LICENSES/CERTIFICATIONS:**

**Required:** Valid Texas driver's license.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** Must be physically able to complete Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by the Burke Center's insurance administrator. Must have ability to keep detailed records.

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

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

**PAY:** \$7.95 per hour; increase to \$8.25 per hour after six (6) months of satisfactory job performance and completion of all mandatory training.