

# Burke Center

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[www.burke-center.org](http://www.burke-center.org)

## NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

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

**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.

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

**GENERAL DESCRIPTION:** The psychologist will be responsible for completing all standardized testing and in validating/endorsing previous test results of external sources to determine an individual's eligibility for Intellectual and Developmental Services. Upon completion of the test, the psychologist will be responsible for notifying the individual of their findings and for the referral to appropriate services. The psychologist will also be responsible for assisting in completing screenings, the initial discussion of services; and annual Interest List contacts of persons waiting for Home Community-based services. The psychologist will also be responsible for completing assessment needed for court order placement and testing at court hearings.

**EDUCATION:**

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

**EXPERIENCE:**

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

**LICENSES/CERTIFICATIONS:**

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

**Preferred:** DADS DMR Certification

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** 8:00 a.m. to 5:00 p.m. Possibly some after hours.

**SALARY:** Negotiable, depending on qualifications and experience.

**INTERNAL ONLY POSTING****SERVICE DIRECTOR (P #1239) – J.S. – NACOGDOCHES MENTAL HEALTH & FAMILY COUNSELING ASSOCIATES, NACOGDOCHES, 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 Nacogdoches, Shelby & San Augustine Counties; this includes the supervision of a satellite clinic San Augustine. 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 \$52,000 annually, depending on qualifications and experience.

**THERAPIST (P #1096) – M.T. – POLK MENTAL HEALTH/FAMILY COUNSELING ASSOCIATES, LIVINGSTON, TEXAS**

**GENERAL DESCRIPTION:** This position provides direct clinical services, predominantly advanced individual and group therapy services to children, adolescents and adults. Duties may include completing diagnostic evaluations and comprehensive treatment plans; providing Head Start assessments, providing and facilitating emergency and mental health assessments; monitoring the clinical admission and discharge criteria; authorizing and maintaining intervention/case management services; and assisting the clinical coordinators in clinical service delivery. Duties also include occasional supervision of the multi-disciplinary treatment team, conducting training sessions, providing contract therapy, and reviewing and analyzing clinical reports and other duties as assigned by the clinical coordinator or service director. Some travel in community as needed.

**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 & Family Therapist Associate (LMFTA) or Licensed Master Social Worker currently working towards their LCSW, with the State of Texas.

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

**SPECIAL REQUESTS OR COMMENTS:**

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

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

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

**SALARY:** \$40,000 annually fully licensed; \$35,000 annually if working towards licensure.

**THERAPIST (P #1232) – M.F. - ANGELINA MENTAL HEALTH/FAMILY COUNSELING ASSOCIATES, LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** This position provides direct clinical services, predominantly advanced individual and group therapy services to children, adolescents and adults. Duties may include completing diagnostic evaluations and comprehensive treatment plans; providing Head Start assessments, providing and facilitating emergency and mental health assessments; monitoring the clinical admission and discharge criteria; authorizing and maintaining intervention/case management services; and assisting the clinical coordinators in clinical service delivery. Duties also include occasional supervision of the multi-disciplinary treatment team, conducting training sessions, providing contract therapy, and reviewing and analyzing clinical reports and other duties as assigned by the clinical coordinator or service director. Travel within a six (6) county region may be required.

**EDUCATION:**

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

**EXPERIENCE:**

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

**LICENSES/CERTIFICATIONS:**

**Required:** Licensed Professional Counselor Intern (LPC-I), Licensed Marriage and Family Therapist Associate (LMFTA) or Licensed Master Social Worker currently working towards their LCSW, with the State of Texas.

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

**SPECIAL REQUESTS OR COMMENTS:**

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

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

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

**SALARY:** \$40,000 annually fully licensed; \$35,000 annually if working towards licensure.

**MCOT - MENTAL HEALTH CLINICIAN (1505) – A.H. – EMERGENCY SERVICES, LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** The Mobile Crisis Outreach Team (MCOT) Mental Health Clinician works closely with other MCOT members to provide immediate and intensive response to persons in crisis and to persons needing urgent care that are at high risk of becoming emergent and potentially needing inpatient care. The MCOT goal is to provide screening and assessment for persons in need and to provide intensive interventions aimed at de-escalating the crisis and, whenever possible, diverting hospitalization. MCOT service is also inclusive of providing support and transport to individuals identified as in need of external support to maintain rehabilitation, case management, and medication services as an enrolled mental health patient. The MCOT personnel will work a forty (40) hour week with an evening schedule, inclusive of weekend rotation coverage. This position will report to the MCOT Service Director. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. This position will regularly require travel within a limited area of the Burke Center service region.

**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:** LSW.

**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 Center's insurance administrator.

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

**HOURS:** Generally, 8:00 a.m. to 7:00 p.m., four (4) 10-hour shifts a week. Requires a weekend rotation every fourth or fifth weekend to complete a forty (40) hour week.

**SALARY:** \$30,924 to \$35,724 annually, depending on qualifications and experience. Travel reimbursement provided.

**MCOT - MENTAL HEALTH CLINICIAN (1506) – A.H. – EMERGENCY SERVICES, LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** The Mobile Crisis Outreach Team (MCOT) Mental Health Clinician works closely with other MCOT members to provide immediate and intensive response to persons in crisis and to persons needing urgent care that are at high risk of becoming emergent and potentially needing inpatient care. The MCOT goal is to provide screening and assessment for persons in need and to provide intensive interventions aimed at de-escalating the crisis and, whenever possible, diverting hospitalization. MCOT service is also inclusive of providing support and transport to individuals identified as in need of external support to maintain rehabilitation, case management, and medication services as an enrolled mental health patient. The MCOT personnel will work a forty (40) hour week with an evening schedule, inclusive of weekend rotation coverage. This position will report to the MCOT Service Director. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. This position will regularly require travel within a limited area of the Burke Center service region.

**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:** LSW.

**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 Center's insurance administrator.

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

**HOURS:** Generally, 8:00 a.m. to 7:00 p.m., four (4) 10-hour shifts a week. Requires a weekend rotation every fourth or fifth weekend to complete a forty (40) hour week.

**SALARY:** \$30,924 to \$35,724 annually, depending on qualifications and experience. Travel reimbursement provided.

**EARLY CHILDHOOD INTERVENTIONIST (P #605) – P.F. – CORNERSTONE ECI PROGRAM, POLK AND SAN JACINTO COUNTIES (This position will be housed in Livingston)**

**GENERAL DESCRIPTION:** To provide hands on Early Childhood Intervention Services to children from birth to age three with developmental delays in their home or child care setting. To provide targeted case management services as identified by the family and team. Must be a strong team player and have reliable transportation to make home visits.

**EDUCATION:**

**Required:** Bachelor's degree in Social Work, Psychology, Rehabilitation, Early Childhood Education, Special Education, Elementary Education, Child Development, Child and Family Studies, Sociology, Education, Communication Disorders, Adaptive Physical Education or related field from an accredited college or university.

**Preferred:** Bachelor's degree in Social Work.

**EXPERIENCE:**

**Required:** At least six (6) months' experience working with young children.

**Preferred:** Experience working with children with special needs. Bilingual.

**LICENSES/CERTIFICATIONS:**

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

**Preferred:** Licensed Social Worker.

**SPECIAL REQUESTS/COMMENTS:**

**Required:** Must be physically able to complete CPR, First Aid, and Defensive Driving training modules.

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

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

**HOURS:** 8:00 a.m. to 5:00 p.m., Monday through Friday. Some after-hours work occasionally to accommodate the needs of the families.

**SALARY:** \$29,604 to \$33,204 annually, depending on qualifications and experience.

**LICENSED VOCATIONAL NURSE (P #1424) - K.B. – EXTENDED OBSERVATION UNIT, LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** The LVN will be part of a multidisciplinary treatment team and is responsible for providing nursing care services to acutely mentally ill adult residents at the Extended Observation Unit and the Crisis Residential Unit. These units operate 24 hours a day, 7 days a week. Performs under the direct supervision of the registered nurse on duty. Duties will include, but may not be limited to giving injections, administering oral medications, monitoring the health status of resident clients, completing medication consents, assisting with psychiatric services provided via telehealth equipment, general nursing duties and coordinating health care needs with other medical care providers. Other responsibilities may include inventory of medications, patient education and documentation, collection of lab specimens

**EDUCATION:**

**Required:** Graduation from an accredited school of nursing and licensed as a Vocational Nurse by the Texas State Board of Licensed Vocational examiners.

**EXPERIENCE:**

**Preferred:** One (1) year experience working in a mental health setting.

**LICENSES/CERTIFICATIONS:**

**Required:** Texas Licensed Vocational Nurse.

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** Staff in this position will work 12 hour shifts (7:00 a.m. to 7:00 p.m.) with a total of 7 shifts every 14 days. Will be required to work weekend and holiday shifts on a rotating basis.

**SALARY:** \$29,000 to \$31,500 annually, depending on qualifications and experience.

**RESIDENTIAL ASSISTANT - WHITEHOUSE ALU (P# 1243) – B.D. – HCS, LUFKIN, TEXAS**

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

**EDUCATION:**

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

**EXPERIENCE:**

**Required:** Must have six (6) months direct care experience for individuals with intellectual and developmental disabilities.

**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.

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:** 2:30 p.m. to 10:30 p.m., Monday-Friday (40 hours per week).

**SALARY:** \$17,880 to \$19,320 annually, depending on qualifications and experience.

**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.**

**NURSE – PART-TIME (P #5633) – M.T. – POLK FAMILY COUNSELING ASSOCIATES, LIVINGSTON, TEXAS**

**GENERAL DESCRIPTION:** The position is responsible for providing nursing services to children and adolescents diagnosed with mental illness receiving services at the Livingston Clinic. Duties include initial contact with client prior to doctor appointment, gathering client medical and medication information, taking vitals, completing nursing assessments, completing medication consents, completing refill prescriptions and answering patient phone questions, calling pharmacies for initial prescribed medications and/or medication changes, documentation and other nursing duties.

**EDUCATION:**

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

\*\*Will consider LVN, Certified Nurse's Aide or Certified Medication Clerk

**EXPERIENCE:**

Preferred: One (1) year experience working with adults and/or children in a mental health setting.

**LICENSES/CERTIFICATIONS:**

Preferred: Texas Licensed Registered Nurse.

**SPECIAL REQUESTS OR COMMENTS:**

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

**PHYSICAL REQUIREMENTS:** Sight, hearing, talking, lifting up to 25 pounds, walking, bending or kneeling and hand/finger dexterity.

**HOURS:** 8:00 a.m. to 5:00 p.m., Tuesdays. Some after-hours work may be required.

**SALARY:** Hourly Rate, depending on qualifications and experience.

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

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

**EDUCATION:**

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

**EXPERIENCE:**

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

**LICENSES/CERTIFICATION:**

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

**SPECIAL REQUESTS OR COMMENTS:**

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

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

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

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

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

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

**EDUCATION:**

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

**EXPERIENCE:**

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

**LICENSES/CERTIFICATIONS:**

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

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** Varied as needed.

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

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

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

**EDUCATION:**

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

**EXPERIENCE:**

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

**LICENSES/CERTIFICATIONS:**

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

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** Hours vary as needed.

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

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

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

**EDUCATION:**

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

**EXPERIENCE:**

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

**LICENSES/CERTIFICATIONS:**

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

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** Varied as needed.

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

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

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

**EDUCATION:**

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

**EXPERIENCE:**

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

**LICENSES/CERTIFICATIONS:**

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

**SPECIAL REQUESTS OR COMMENTS:**

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

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

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

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