

Burke Center

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www.burke-center.org

NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

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

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

EDUCATION:

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

LICENSES/CERTIFICATIONS:

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

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

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

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

SALARY: Negotiable, depending on certification/license.

SPEECH/LANGUAGE PATHOLOGIST (P #1295) – P.P. – CORNERSTONE ECI PROGRAM (POLK, HOUSTON, TRINITY & ANGELINA COUNTIES)

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

EDUCATION:

Required: Master's degree in Speech/Language Pathology from an accredited college or university with ASHA Certification.

EXPERIENCE:

Preferred: One (1) year experience working with birth to three (3) years and/or pre-school children.

LICENSES/CERTIFICATIONS:

Required: Speech/Language Pathology, licensed by the State Committee of Examiners for Speech/Language Pathology and Audiology.

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 the Center's insurance administrator.

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

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

SALARY: Negotiable, depending on qualifications and experience.

MENTAL HEALTH TRAINING CLINICAL COORDINATOR (P #1523) J.S. – LUFKIN, NACOGDOCHES, LIVINGSTON, TEXAS (Pending Board Approval)

GENERAL DESCRIPTION: This position is responsible for developing and implementing educational and training programs for the Burke Center mental health division. The education and training will be primarily for personnel inclusive of, but not necessarily limited to, new employee clinical orientation; service and case coordination skills, duties and service delivery; rehabilitation skills and service delivery; mental health screening and assessment (including crisis assessment); and clinical documentation. This position will also assist in developing as well as conducting other miscellaneous CEU programs and will maintain/update the online training and monitoring system. The position will provide direct care to individuals as needed to maintain state training credentialing. The training specialist will also be engaged in follow-up monitoring and evaluation of trainee's implementation of learned skill sets; as well as, monitoring and evaluating protocols within service delivery systems. The position serves as the agencies suicide prevention coordinator. This position reports to the Director of Operations and is part of the Mental Health Operations Support Team. Primary office location can be in Livingston, Nacogdoches, or Lufkin Texas.

EDUCATION:

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

EXPERIENCE:

Required: One (1) year of full-time experience delivering mental health care services at a Texas LMHA (Community Center) setting.

Preferred: In addition to the above, some experience doing education/training of individuals and/or groups of people.

LICENSES/CERTIFICATIONS:

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

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

SPECIAL REQUESTS OR COMMENTS:

Required: 1) Must have a driving record insurable by the Center's insurance administrator. Must have own transportation and be able and willing to travel throughout the Burke Center service region on a regular basis. 2) Must demonstrate good verbal and written communication skills, as well as computer word processing skills. Must be organized and be able to develop logical and legible training material. Must be patient and evidence friendliness and supportiveness (i.e. traits that make for a good educator/trainer).

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

HOURS: Primarily, 8:00 a.m. to 5:00 p.m., Monday through Friday. Occasional after-hours and weekends. Extensive travel to trainings and meetings throughout the state will be required.

SALARY: \$50,000 to \$53,000 annually fully licensed; \$45,000 to \$47,000 annually if working towards licensure, range DOE.

CLINICAL COORDINATOR – TCOOMI (P #1118) – J.S. – MENTAL HEALTH MANAGEMENT, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Clinical Coordinator position is responsible for the management and oversight of the Texas Correctional Office on Offenders with Medical and Mental Impairments (TCOOMI) program. Duties include leading and facilitating the treatment team; facilitating mental health assessments for clients; monitoring the clinical admission and discharge criteria; authorizing, supervising, and maintaining intervention/case management and therapy services; monitoring billing; completing quarterly budgets; and managing the utilization of all program resources. This position requires strong leadership skills, computer knowledge specific to excel spread sheets, data base utilization and Microsoft word, excellent communication, and interpersonal skills, and a high level of organization. The position works closely with the local parole departments, probation departments and the Department of Criminal Justice. It is important to have a strong understanding of the varied elements for operating within the Texas community mental health service delivery system and the Texas criminal justice system. This position reports to the Director of Operations.

EDUCATION:

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

EXPERIENCE:

Required: At least one (1) year of full-time direct care experience working with adults or children/adolescents with mental illness, prefer both.

Preferred: At least one (1) year of supervisory or team leadership in which supervising direct care clinicians.

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.

PHYSICAL REQUIREMENTS: Ability to use visual and motor skills in order to effectively operate a computer, typewriter, and other office equipment.

HOURS: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. Travel around the 12 county catchment area and to state trainings is required.

SALARY: \$50,000 annually fully licensed; \$45,000 annually if working towards licensure.

REGISTERED NURSE (P #1421) – K.B. – MENTAL HEALTH EMERGENCY CENTER

GENERAL DESCRIPTION: Registered Nurses are part of a multidisciplinary treatment team and are responsible for providing nursing care services to acutely mentally ill adult residents at the Mental Health Emergency Center. This program operates 24 hours a day, 7 days a week. Under the clinical direction of a physician and Nursing Clinical Coordinator, duties include giving injections, administering oral medications, completing admission and other nursing assessments, completing medication consents, taking inquiry calls from the community regarding potential admissions, reviewing medical records to determine appropriateness for admission, coordinating psychiatric assessments utilizing 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.

EDUCATION:

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

EXPERIENCE:

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

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

LICENSES/CERTIFICATIONS:

Required: Texas license as a Registered Nurse.

SPECIAL REQUESTS OR COMMENTS:

Required: Must be physically able to complete Preventive Management of Aggressive Behaviors (PMAB), CPR, and First Aid training modules. Must have a driving record insurable by the Center'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: \$49,638 to \$49,960 annually, depending on qualifications and experience.

THERAPIST (POS #1522) – C.B - ANGELINA MENTAL HEALTH/FAMILY COUNSELING ASSOCIATION, LUFKIN, TEXAS (PENDING BOARD APPROVAL)

GENERAL DESCRIPTION: This position provides direct clinical services, predominantly advanced individual and group therapy services to children, adolescents and adults. Duties may include completing diagnostic evaluations and comprehensive treatment plans; providing Head Start assessments, providing and facilitating emergency and mental health assessments; monitoring the clinical admission and discharge criteria; authorizing and maintaining intervention/case management services; and assisting the clinical coordinators in clinical service delivery. Duties also include occasional supervision of the multi-disciplinary treatment team, conducting training sessions, providing contract therapy, and reviewing and analyzing clinical reports and other duties as assigned by the clinical coordinator or service director. Position will be housed in Lufkin, but travel within a twelve (12) county region may be required.

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

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

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

SPECIAL REQUESTS OR COMMENTS:

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

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

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

SALARY: \$45,000 annually fully licensed; \$40,000 annually if working towards licensure.

THERAPIST (POS #1524) – S.B. – MOBILE CRISIS OUTREACH TEAM, LUFKIN, TEXAS
(PENDING BOARD APPROVAL)

GENERAL DESCRIPTION: This position provides direct clinical services, predominantly advanced individual and group therapy services to adults but also provides these direct clinical services to children and adolescents. Duties may include completing diagnostic evaluations and comprehensive treatment plans; facilitating during mental health emergencies; providing emergency mental health assessments; providing behavioral intervention services; authorizing and maintaining intervention/case management services; and assisting the clinical coordinator in clinical service delivery. Duties may 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 and to state trainings is required.

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

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

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

SPECIAL REQUESTS OR COMMENTS:

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

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

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

SALARY: \$45,000 annually fully licensed; \$40,000 annually if working towards licensure.

THERAPIST (POS #1525) – S.B. – MOBILE CRISIS OUTREACH TEAM, LUFKIN, TEXAS
(PENDING BOARD APPROVAL)

GENERAL DESCRIPTION: This position provides direct clinical services, predominantly advanced individual and group therapy services to adults but also provides these direct clinical services to children and adolescents. Duties may include completing diagnostic evaluations and comprehensive treatment plans; facilitating during mental health emergencies; providing emergency mental health assessments; providing behavioral intervention services; authorizing and maintaining intervention/case management services; and assisting the clinical coordinator in clinical service delivery. Duties may 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 and to state trainings is required.

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

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

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

SPECIAL REQUESTS OR COMMENTS:

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

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

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

SALARY: \$45,000 annually fully licensed; \$40,000 annually if working towards licensure.

MENTAL HEALTH CLINICIAN (P #1285) – D.M. – POLK MENTAL HEALTHCARE CENTER, LIVINGSTON, TEXAS

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 rehabilitation 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, Tyler and San Jacinto Counties. Performs under the supervision of the unit Clinical Coordinator. This position will require some travel to remote areas.

EDUCATION:

Required: Bachelor's degree in Social Work, Psychology, Rehabilitation or other Human Services discipline that meets QMHP requirements, from an accredited college or university.

EXPERIENCE:

Preferred: Six (6) month's direct care experience working with adults in a behavioral healthcare or mental health setting. Familiarity with DSM IV diagnostic criteria.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

Preferred: LBSW.

SPECIAL REQUESTS OR COMMENTS:

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by the Center's insurance administrator. Must have reliable personal vehicle and travel routinely with the service area.

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

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

SALARY: \$30,924 to \$33,396 annually, depending on qualifications and experience. Travel reimbursement provided.

SERVICE COORDINATOR (P # 729) – R. H. – SERVICE COORDINATION - JASPER, TEXAS

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/EXPERIENCE:

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. **OR**, have been authorized by a local IDD authority to provide service coordination prior to April 1, 1999.

Preferred: Bachelor’s degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, Criminal Justice, 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 REQUEST/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: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. However, this position may require after hours duty. Will require some flexible hours.

SALARY: \$28,107 to \$31,815 annually, depending on experience and qualifications.

**SUPPORT SERVICES SUPERVISOR (P#230) – M.T. – BURKE CENTER MENTAL HEALTHCARE/
FAMILY COUNSELING ASSOCIATES, NACOGDOCHES, TEXAS**

GENERAL DESCRIPTION: The Support Services Supervisor is responsible for the management and organization of the support staff and general office management. Duties include clinical records management, fee collection systems, preparation and maintenance of clinical databases, requisition of supplies and coordination of mail flow. Provides monthly and quarterly reports and audits as requested by Service Director and serves as Designated Records Monitor (DRM). The Support Services Supervisor will maintain effective working relations with consumers and outside agencies and must interact effectively with the clinical and support staff to ensure all clinical standards are in compliance. Requires knowledge of word processing and database software programs, typing skills and must have excellent telephone and communication skills.

EDUCATION:

Required: Graduation from an accredited high school or it's equivalent.

EXPERIENCE:

Required: Five (5) years' experience in full-time secretarial practices and office organization/management.

Preferred: At least one (1) year of supervisory experience. Experience working in a medical and or mental health related setting.

LICENSES/CERTIFICATONS:

Required: Valid Texas Driver's License.

SPECIAL REQUESTS OR COMMENTS:

Required: Work environment requires professional contact and interaction with adults diagnosed with severe and persistent mental illness. Defensive driving training. Must have driving record insurable by the Center's insurance administrator.

Preferred: Notary Public.

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

HOURS: 8:00 a.m. to 5:00 p.m., Monday through Friday (occasional after hours as necessary).

SALARY: \$26,000 - \$27,500 annually, depending on qualifications and experience.

MENTAL HEALTH SPECIALIST-NIGHT SHIFT (P # 1388) – D.V. – MENTAL HEALTH EMERGENCY CENTER

GENERAL DESCRIPTION: The Mental Health Specialist will provide safety monitoring of resident clients and assists in establishing and maintaining an environment that is therapeutic for persons with mental illness on the Extended Observation and Crisis Residential Units. These programs operate 24 hours a day, 7 days a week. Duties will include, but may not be limited to the following: monitoring acutely mentally ill adults; intervening when necessary to prevent clients from escalating; facilitating client engagement in treatment services; prompting, supervising and assisting clients in performing basic activities of daily living; and generally observing, documenting, and reporting client conditions and behaviors. May also transport clients to other medical services in the community, when necessary. Will perform services in accordance with Center and Medicaid standards and requirements. Emotional maturity, self-discipline, flexibility, and good verbal skills are a must. These programs are currently located in Nacogdoches, but will relocate to Lufkin in the future. Performs under the direct supervision of the charge nurse and general supervision of the Clinical Nurse Coordinator.

EDUCATION:

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

EXPERIENCE:

Preferred: Experience working with adults with mental illness.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

Required: Must be physically able to complete all required training to include: Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and other training required in the training modules. Must have a driving record insurable by 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 (7:00pm – 7:00am) 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: \$23,657 to \$24,831 annually, depending on qualifications and experience.

SUPPORT STAFF III/RECEPTIONIST (P #501) – N.S. – FAMILY COUNSELING ASSOCIATES, LUFKIN, TEXAS

GENERAL DESCRIPTION: This position interacts on a daily basis with the general public, visitors to the center and Burke Center staff. Responsibilities include answering multi-line phone, (sometimes between 2 clinics) mail dispersal and routing, scheduling and maintaining appointments for physicians, therapists, and counselors, fee collections, data entry, processing records requests, scanning documents into electronic charts, as well as other miscellaneous duties. This position must maintain an effective working relationship with consumers and staff. Maintain confidential data as required by policy and procedure. Must demonstrate good verbal and written communication skills. This position is under direct supervision of the Support Staff Supervisor.

EDUCATION:

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

EXPERIENCE:

Required: Two (2) year's clerical experience with good receptionist skills and computer skills.

Preferred: At least Three (3) years of receptionist/secretary experience. Experience working in a Medical and or Mental Health related setting.

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

PHYSICAL REQUIREMENTS: Sight, hearing, talking, walking, lifting up to 50 pounds, ability to sit and stand for prolonged periods of time, bending or kneeling, driving a vehicle, and hand/finger dexterity. Must have a driving record insurable by the Center's insurance administrator.

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

SALARY: \$20,500 to \$22,000 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.

CRISIS THERAPIST (5277) – D.V. – MENTAL HEALTH EMERGENCY CENTER, LUFKIN, TEXAS

GENERAL DESCRIPTION: The primary responsibilities for this position are conducting initial intake assessments on adults who present to the Mental Health Emergency Center for admission, responding to telephone calls regarding possible admissions, and providing clinical services to admitted clients. This position functions as part of a multidisciplinary treatment team. These programs operate 24 hours a day, 7 days a week. In addition to the primary responsibilities listed above, other duties may also include: providing group and individual therapy and developing treatment plans. Will perform services according to an individual's approved and prescribed treatment plan and in accordance with Center and Medicaid standards and requirements. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Performs under the direction of the Service Director of the Mental Health Emergency Center.

EDUCATION:

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

EXPERIENCE:

Preferred: Experience providing mental health crisis/emergency services and assessments

LICENSES/CERTIFICATIONS:

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

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: As needed within the following time periods: Monday-Friday 7:00 a.m. to 11:00 p.m.; Saturday & Sunday 8:00 a.m. to 8:00 p.m.

SALARY: \$25 to \$29 an hour, depending on qualifications and experience.

SPEECH/LANGUAGE PATHOLOGIST – PART TIME (P #5273) – P.P. – CORNERSTONE ECI PROGRAM (POLK, HOUSTON, TRINITY & ANGELINA COUNTIES)

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

EDUCATION:

Required: Master's degree in Speech/Language Pathology from an accredited college or university with ASHA Certification

EXPERIENCE:

Preferred: One (1) year experience working with birth to three (3) years and/or pre-school children.

LICENSES/CERTIFICATIONS:

Required: Speech/Language Pathology, licensed by the State Committee of Examiners for Speech/Language Pathology and Audiology.

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 the Center's insurance administrator.

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

HOURS: Hours vary as needed.

SALARY: Negotiable, depending on qualifications and experience.

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATION:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Varied as needed.

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Hours vary as needed.

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

HOURS: Varied as needed.

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

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