



SPINDLETOP CENTER
655 SOUTH 8TH STREET
BEAUMONT, TEXAS 77701
(409) 784-5532
Website: www.stmhmr.org

EMPLOYMENT OPPORTUNITIES
March 14, 2012
Posting 12 – 28

Our goal at Spindletop Center is to promote an environment of quality customer service in which staff work with pride, integrity, and commitment and are valued for their individual worth and contribution.

VACANT POSITIONS – All vacancies are posted for five (5) working days unless otherwise noted. Applications are accepted from 8:00 a.m. – 5:00 p.m. Monday through Friday. If a closing date is listed, no applications will be accepted after that date. Applications will remain active for six (6) months.

EDUCATIONAL REQUIREMENTS – All applicants must meet the minimum qualifications to be considered for an interview. A high school diploma/high school transcript or GED certificate is needed for the application to be completed. All applicants for positions that require a high school diploma or GED are required to take the Adult Basic Learning Examination (ABLE) test. Applicants who have completed at least one semester (twelve hours) of college are exempt from the ABLE test; however, documentation of such completion must be submitted with the application for the application to be complete. For those positions that require a college degree, license, registration or certification, the applicant must submit current credentials for copying or verification purposes for the application to be complete. Verification of a degree requires a certified/official transcript. An offer of employment cannot be made until a high school diploma/high school transcript or GED certificate and/or a certified/official college transcript is received.

EMPLOYMENT ELIGIBILITY – The Immigration Reform and Control Act of 1986 (S.1200) requires all new employees to submit documents that provide proof of employment authorization and identity. A Social Security card and driver's license, or similar documents as denoted in the regulations, may be accepted. A valid driver's license and the ability to be insured by the Center's insurance carrier are required for employment unless otherwise indicated. Employees who operate their vehicle on Center property and/or on Center business must show proof of current liability insurance as required by law.

BACKGROUND INVESTIGATION – Convictions related to any sexual offenses, drug-related offenses, murder, theft, assault, battery, or any crime involving personal injury or threat to another person will make you ineligible for employment.

APPLICATIONS WILL BE ACCEPTED FOR POSTED POSITIONS ONLY.
THE ONLY EXCEPTIONS TO THIS ARE APPLICATIONS FOR LVNs, RNs and MASTERS' DEGREE LEVEL POSITIONS.

*****AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER*****

CURRENT POSTINGS

BACHELOR'S DEGREE REQUIREMENTS – All positions which require a Bachelor's degree are required to meet the following requirements unless otherwise noted on the posting. Bachelor's degree from an accredited college or university with a major in social, behavioral, or human services, or licensed as a Registered Nurse in the State of Texas. Social, behavioral, and human services degrees are defined to be: psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human development, physician's assistant, gerontology, educational psychology, and special education. If an applicant has a Bachelor's degree in a different field, he/she may still be considered if they have sufficient credits to qualify for a major in one of the degree fields noted above. The number of credits required for a major is based on the requirement of the college or university from which the applicant has obtained a degree. If an applicant wishes to be considered on this basis, he/she must attach a certified copy of his/her college transcript to the application form. Individuals without the appropriate degree will not be forwarded for consideration unless the transcript is attached and the individual does have sufficient credits for a major in one of the appropriate fields.

ALL POSITIONS REQUIRE - Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.

CONTINUOUS POSTINGS ARE PRN (AS NEEDED) POSITIONS

UNIT NUMBER AND NAME	POSITION TITLE	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
7020 LEAP 7200 IDD Day Programs 7300 Community Residential 7400 ICF/MR 7600 IDD Voc Services	PRN THERAPIST TECHNICIAN I (Just list the title of this position)	\$9.00 per hour	<u>Minimum</u> – Graduation from an accredited high school or GED. ABLE test required. Six months of experience providing direct care services to individuals with disabilities. Driving a van may also be required.	Performs beginning level work providing direct consumer care and assistance in the development of treatment, care and training programs for individuals with intellectual and developmental disabilities. Duties are performed in accordance with established policies, practices and procedures.	As Scheduled	N/A
3100 Crisis Transitional Services	9316 PRN MH Deputy	\$45.00 per hour	<u>Minimum</u> – Must be licensed as a Texas Peace Officer.	Will assist SPRINT team with community calls, issue emergency peace officer warrants as appropriate, ensure safety and security both on campus and on off-site evaluations. Complies with DSHS guidelines for increased crisis services and increased staff and consumer safety. Assists with safe transportation of consumers between inpatient hospitals. Crisis respite and OPC appointments as necessary	Generally Mon – Thurs 1pm – 5pm Flexible to the needs of the unit	N/A

REGULAR POSTINGS

CURRENT POSTINGS

UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
1007 Central Records	9113 Micrographics Tech I (PRN)	\$12.87 per hour	<u>Minimum</u> - High School Diploma or GED	Responsible for scanning, shredding and disposing of any documents being discarded that contains consumer identifying information. Operates, adjusts and maintains microfilm processing and duplicating equipment and ensures quality control. Maintains daily production schedule. Maintains preventive maintenance schedule and evaluates equipment repairs. Performs data entry to index microfilm images. Scans documents for conversion to electronic imaging. May involve performing minor supervisory or technical operations.	Mon thru Fri Hours vary	Open until filled
3100 Intake and Crisis	864 QMHP III	\$31,729 thru \$36,912	<u>Minimum</u> - Bachelor's degree requirements as listed on page 2. Minor in Business preferred. High level of computer literacy and Microsoft Office skills are required. Excellent business writing and math skills are preferred.	Tracks all civil consumers from the Center's four county service areas that are admitted/discharged from local or statewide mental health facilities. Coordinates discharge planning with various hospitals to ensure linkage with necessary services and compliance with the discharge plan. Facilitates the intake process, coordinates rehabilitation, outpatient psychiatric, medical and other social services for mental health consumers, as determined appropriate. Participates in the quality assurance and utilization review processes for Intake & Crisis services to ensure quality services in conjunction with the Center QM/UM department. Documents case records, prepares and reviews reports, assists in the development of policies and procedures, assists with program monitoring and evaluation assists with intra-agency or interagency service coordination and referral problems. Performs basic form design and maintenance under the direction of center trained staff. Completes all paperwork necessary to document services performed.	Mon thru Fri 8 am – 5 pm	Open until filled
3702 Community Services	267 QMHP II	\$29,239 thru \$32,652	<u>Minimum</u> - Bachelor's degree requirements as listed on page 2.	Develops the individual treatment plan to meet needs of adult mental health consumers as determined in the Uniform Assessment. Provides psychosocial rehabilitative case management services to consumers in accordance with the individual treatment plan. Uses information obtained through observation of consumer and provision of service to make changes to treatment plan for consumer. Completes all paperwork necessary to document services performed.	Mon thru Fri 8 am – 5 pm	Open until filled

CURRENT POSTINGS

UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
3702 Community Services	916 QMHP II	\$29,239 thru \$32,652	<u>Minimum</u> - Bachelor's degree requirements as listed on page 2.	Works in various units to provide coverage for staff outages due to FMLA, PL or vacancies. Develops the individual treatment plan to meet needs of adult mental health consumers as determined in the Uniform Assessment. Provides psychosocial rehabilitative case management services to consumers in accordance with the individual treatment plan as needed. Uses information obtained through observation of consumer and provision of service to make changes to treatment plan for consumer. Completes all paperwork necessary to document services performed.	Mon thru Fri 8 am – 5 pm	Open until filled
6000 ECI	9602 Dietetic & Nutrition Specialist III (PRN)	\$22.47 thru \$26.37 per hour	<u>Minimum</u> - Graduation from an accredited college or university with a bachelor's degree in food and nutrition, food technology, home economics or a related field and two (2) year of experience in nutrition and/or food service operations/management. Prefer applicant with specialized knowledge and experience in nutritional needs of children and familiarity with protocols and methods used to assess young children with developmental disabilities and individuals with psychiatric diagnoses. Registration as a Dietitian with the American Dietetic Association is required	Is responsible for conducting nutritional assessments, consultations, and oversight of diet orders for children and adults served through the Early Childhood Intervention Program (ECI) and General Revenue. Provides consultation in the area of nutrition to consumers, families and other team members. Provides training to staff. Develops supports to accomplish individualized outcomes for adults, children and families. Is accountable for assigned property as well as submitting documentation for billing purposes.	As Scheduled	Open until filled
7300 HCS	532 Human Services Tech I	\$20,800 thru \$22,724	<u>Minimum</u> - High School diploma or GED plus 6 months experience involving at least 50% time providing direct care services to individuals with disabilities.	Performs beginning level work providing direct consumer care, and assistance in the development of treatment, care and training programs for adults with mental retarded persons. Work includes some responsibility for developing progress notes; communicating behaviors and interacting with diverse professional disciplines and paraprofessional staff regarding consumers. Duties are performed in accordance with established policies, practices and procedures.	As Scheduled	Open until filled

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7300 HCS	544 Human Services Tech I	\$20,800 thru \$22,724	<u>Minimum</u> - High school diploma or GED. Prefer six months experience working directly with people with disabilities. Nurses Aide Certification (preferred, not required).	Provides daily supervision, care, and training of children and adults with mental retardation or learning disabilities in their living area. Works an assigned eight (8) hour shift in an assigned living area.	As Scheduled	Open until filled
7400 ICF/MR	786 Human Services Tech I	\$20,800 thru \$22,724	<u>Minimum</u> - High school diploma or GED. Prefer six months experience working directly with people with disabilities.	Provides daily supervision, care, and training of adults with mental retardation or learning disabilities in their living area. Works an assigned eight (8) hour shift in an assigned living area.	As Scheduled	Open until filled
7400 ICF/MR	948 Human Services Tech I	\$20,800 thru \$22,724	<u>Minimum</u> - High school diploma or GED. Prefer six months experience working directly with people with disabilities.	Provides daily supervision, care, and training of adults with mental retardation or learning disabilities in their living area. Works an assigned eight (8) hour shift in an assigned living area.	As Scheduled	Open until filled

CURRENT POSTINGS

UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
7530 HCS- Service Coordination	1055 Service Coordinator II	\$29,239 thru \$32,652	<u>Minimum</u> – Bachelor's degree requirements as listed on page 2. One year of experience in a human services field. A Master's degree may substitute for one year of experience.	Is responsible for the provision of Service Coordination services to adults and children with IDD, autism, and pervasive developmental disorders in the Home and Community-Based Services (HCS) program. Knows services offered through the HCS program and HCS billing guidelines to facilitate the gathering of outcome information necessary for justifying the type of supports and services to be provided; knows the CDS option and delivery of services and ensures that this option is communicated to individuals, their LAR, and/or family members. Conducts interviews with consumers, LAR, family, and provider staff. Maintains individuals' records for an IPC year; conducts enrollment activities for individuals entering the HCS Program; manages all transfers of consumers; monitors the need of involuntary and the request for voluntary termination of HCS services; monitors an HCS consumer's program suspensions status; uses person-directed planning (PDP) and the Person Directed Plan Discovery Tool as a guide to develop and complete the PDP; communicates and assists the individual or LAR about the legal rights of the individual as a citizen and as a person with a disability; monitors guardianship status; monitors Medicaid eligibility. Knows the complaint process; knows activities related to individuals under 22 years of age seeking or receiving supervised living or residential support; knows about Permanency Planning; coordinates completion of the Individual Plan of Care (IPC) with the HCS provider and agrees or disagrees with the proposed IPC renewals and revisions that the provider has submitted to DADS for approval; monitors Level Of Need (LON) through review of the MR/RC and agrees or disagrees with the MR/RC that the provider has submitted to DADS for approval; assists with non-waiver activities including the PCS program; utilizes effective documentation to provide evidence of ongoing monitoring of the provisions of the individual's program services through progress notes and regular reviews using appropriate HCS and/or LA forms as required. Conducts face-to-face visits with assigned individuals as determined from the PDP process. Works closely with Providers and their staff to ensure effective communication regarding the coordination of meetings and changes in service needs or living arrangements. Completes required data entry and monitoring in the CARE and ADP systems. Assists with maintaining the HCS Interest List. Travels as needed; May train students, other staff, Individuals/LAR/AIP and volunteers. May supervise, as a mentor, the work of others.	Mon thru Fri 8 am – 5 pm	Open until filled

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UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
7530 HCS- Service Coordination	9738 Service Coordinator II (PRN- Temporary)	\$14.70 per hour	<u>Minimum</u> – Bachelor's degree requirements as listed on page 2. One year of experience in a human services field. A Master's degree may substitute for one year of experience.	Is responsible for the provision of Service Coordination services to adults and children with IDD, autism, and pervasive developmental disorders in the Home and Community-Based Services (HCS) program. Knows services offered through the HCS program and HCS billing guidelines to facilitate the gathering of outcome information necessary for justifying the type of supports and services to be provided; knows the CDS option and delivery of services and ensures that this option is communicated to individuals, their LAR, and/or family members. Conducts interviews with consumers, LAR, family, and provider staff. Maintains individuals' records for an IPC year; conducts enrollment activities for individuals entering the HCS Program; manages all transfers of consumers; monitors the need of involuntary and the request for voluntary termination of HCS services; monitors an HCS consumer's program suspensions status; uses person-directed planning (PDP) and the Person Directed Plan Discovery Tool as a guide to develop and complete the PDP; communicates and assists the individual or LAR about the legal rights of the individual as a citizen and as a person with a disability; monitors guardianship status; monitors Medicaid eligibility. Knows the complaint process; knows activities related to individuals under 22 years of age seeking or receiving supervised living or residential support; knows about Permanency Planning; coordinates completion of the Individual Plan of Care (IPC) with the HCS provider and agrees or disagrees with the proposed IPC renewals and revisions that the provider has submitted to DADS for approval; monitors Level Of Need (LON) through review of the MR/RC and agrees or disagrees with the MR/RC that the provider has submitted to DADS for approval; assists with non-waiver activities including the PCS program; utilizes effective documentation to provide evidence of ongoing monitoring of the provisions of the individual's program services through progress notes and regular reviews using appropriate HCS and/or LA forms as required. Conducts face-to-face visits with assigned individuals as determined from the PDP process. Works closely with Providers and their staff to ensure effective communication regarding the coordination of meetings and changes in service needs or living arrangements. Completes required data entry and monitoring in the CARE and ADP systems. Assists with maintaining the HCS Interest List. Travels as needed; May train students, other staff, Individuals/LAR/AIP and volunteers. May supervise, as a mentor, the work of others.	Mon thru Fri 8 am – 5 pm	Open until filled
7600 IDD Voc Svc- Ben Rogers	710 Human Services Tech I	\$20,800 thru \$22,724	<u>Minimum</u> - High School diploma or GED, plus (6) months of full time experience assisting in therapeutic activities. Prefer one year experience supervision of individuals and operation of mechanical equipment. At least (1) year experience working with adults and families of intellectual and developmental disabilities.	Provides a variety of rehabilitation services to adult consumers with developmental disabilities in accordance with the consumer's Action Plan.	Mon thru Fri 8 am – 5 pm	Open until filled

CURRENT POSTINGS