



2001 South Medford Dr., Lufkin, Texas 75901  
Phone (936) 639-1141 Fax (936) 634-8601  
[www.myburke.org](http://www.myburke.org)

### **NOTICE OF POSITION OPENINGS**

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

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

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #1499

**General Description**

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

**Education**

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

**Licenses/Certifications**

Required: Licensed in the State of Texas as a Physician, Advanced Practice Nurse or Physician Assistant. Preferred: Current unrestricted Texas license to practice medicine; Board eligibility in Child & Adolescent Psychiatry. Board Certification in Child & Adolescent Psychiatry; Board Certification in General Psychiatry.

**Physical Requirements**

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

**Hours**

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

**Salary**

Negotiable, depending on certification/license.

**Burke Job Posting / Job Description**

**Position Title**

Speech Therapy Assistant – P.P. – Burke ECI Program (Angelina, Trinity, and Tyler Counties)

**Position Number**

P #970

**General Description**

This position provides direct speech therapy and consultative services as recommended by the team to developmentally delay and/or medically at risk children age birth to three (3) in a community-based setting. A Speech Therapist Assistant is required to be supervised by the Speech Language Pathologist according to the Texas Licensure requirement for supervision.

**Education**

Required: Graduation from an accredited university in speech /language pathology.

**Experience**

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

**Licenses/Certifications**

Required: Licensed Assistant in Speech-Language Pathology by the Texas State Board of Examiners for Speech-Language Pathology and Audiology.

Required: Valid Texas Driver's License

**Special Requests or Comments**

Required: CPR, First Aid , Defensive Driving and all other training required by the program. Must have a driving record insurable by Burke's insurance administrator.

**Physical Requirements**

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

**Hours**

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

**Salary**

Negotiable, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### Position Title

Lead Nurse Extender - "INTERNAL ONLY" - J.S. - Angelina Mental Health Clinic  
Lufkin, TX

### Position Number

P #1526

### General Description

The Lead Nurse Extender provides assistance to the delegating physician by participating in and performing patient care/support activities within the scope of his/her education, training and ability, under the direction of the physician. This position carries a caseload of adults with severe and persistent mental illness; delivers professional care to adult patients who require psychiatric services; interfaces directly with staff, family members, and other prescribers; maintains confidentiality of medical records; completes records in a professional and timely manner; and utilizes appropriate equipment for documentation and communication for best possible patient outcomes.

The position is responsible for delivering competent services in the areas of: treatment planning, treatment coordination, provides treatment consistent with the current standard of care and in accordance with any applicable guidelines, evaluates effects of treatment, monitors side effects and target symptoms, and understands impact of medical conditions which may affect treatment.

Other duties include giving injections, completing nursing assessments, completing medication consents, overseeing the indigent medication program, completing refill prescriptions, inventory of medications, patient education, interfacing with drug representative visits and other duties as assigned. This position will require travel.

The Lead Nurse Extender will assist in the exploration of developing a Nurse Extender program. This includes an assessment of need, cost/benefit analysis, and all aspects related to potentially expanding such a service.

### Education

Required: Graduation from an accredited school of nursing.

### Experience

Required: Five (5) years of experience working with consumers in a mental health setting.

Preferred: Two (2) years of mental health management experience.

### Licenses/Certifications

Required: Texas Registered Nurse, Valid Texas driver's license.

### Special Requests or Comments

Required: Must be physically able to complete (SAMA) Satori Alternatives to Managing Aggressive Behavior, 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**

8:00 a.m. to 5:00 p.m., Monday through Friday. Some after- hours work may be required. No weekends or no on-call duties.

**Salary**

Commensurate with experience.

**Burke Job Posting/ Job Description**

**Position Title**

Nurse – DJ – Polk Mental Health Clinic - Livingston, TX

**Position Number**

P #763

**General Description**

The Nurse is responsible for providing nursing services to adult and adolescent patients at the Polk Mental Health Clinic. Travel to other clinic locations, including the satellite clinic in Woodville, will be required. Duties include giving injections, completing nursing assessments, completing medication consents, overseeing the indigent medication program, completing refill prescriptions, answering patient phone questions, and operating telemedicine equipment. Other responsibilities include inventory of medications, patient education, documentation, coordinating drug representative visits and other duties as assigned.

**Education**

Required: Graduation from an accredited school of nursing.

**Experience**

Required: One (1) year of experience working with consumers in a medical setting.

Preferred: Experience working with consumers in a mental health setting.

**Licenses/Certifications**

Required: Texas Licensed Vocational Nurse, Valid Texas driver’s license.

Preferred: Texas Registered Nurse.

**Special Requests or Comments**

Required: Must be physically able to complete (SAMA) Satori Alternatives to Managing Aggressive Behavior, 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**

8:00 a.m. to 5:00 p.m., Monday through Friday. Some after- hours work may be required. No weekends or no on-call duties.

**Salary**

Depends on licensure

**Burke Job Posting/ Job Description**

**Position Title**

Billing Department Manager – D.B. – Business Services – Lufkin, TX

**Position Number**

P #467

**General Description**

This position will plan, implement, and oversee Burke’s fee collection and reimbursement system with emphasis on maximizing revenue. Responsible for the supervision of third-party insurance billing staff, including the filing of claims as well as necessary follow-ups; accurate and timely keying of client information; client billing system changes initiated and implemented as needed and staff training provided to ensure the efficient and effective operation of billing.

**Education**

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

Preferred: Bachelor’s degree from an accredited university.

**Experience**

Required: A minimum of two (2) years’ experience, in a leadership and supervision role as well as processing of Accounts Receivable in a fully automated data system environment. Must have extensive knowledge of state and federal regulations governing the Medicare and Medicaid Programs. Knowledge of Excel is a plus.

Preferred: 5 years’ experience with the above knowledge.

**Licenses/Certifications**

Required: Valid Texas driver’s license.

**Physical Requirements**

Use visual and motor skills to efficiently and effectively utilize computer equipment; sit for long periods of time throughout the day; ability to lift up to 5 pounds to carry or lift supplies. Must be able to attend workshops and provide training in units.

**Hours**

8:00 a.m. to 5:00 p.m., Monday through Friday. Some after-hours work may be required. No weekends or on-call duties.

**Salary**

Negotiable based on qualifications.

## Burke Job Posting/ Job Description

### **Position Title**

Licensed Vocational Nurse- K.B. – Mental Health Emergency Center - Lufkin, Texas

### **Position Number**

P #1580

### **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 as assigned. They will also be assigned to detox clients to deliver quality nursing care to those undergoing medical drug and alcohol detox, utilizing the CIWA and OWS rating scales. 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 include inventory of medications, patient education and documentation, collection and tracking of lab specimens, providing care to the detox client in regard to some ADL's when needed and appropriate, with the assistance of a MH Specialist when available.

### **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: 3 years' experience as a licensed nurse

### **Licenses/Certifications**

Required: Texas Licensed Vocational Nurse.

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

Varying and rotating basis. 80 hours every two weeks. Will be required to work some weekend and holiday shifts on a rotating basis.

### **Salary**

Negotiable, depending on qualifications, experience and shift worked

## Burke Job Posting/ Job Description

### **Position Title**

Licensed Vocational Nurse- K.B. – Mental Health Emergency Center - Lufkin, Texas

### **Position Number**

P #1578

### **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 as assigned. They will also be assigned to detox clients to deliver quality nursing care to those undergoing medical drug and alcohol detox, utilizing the CIWA and OWS rating scales. 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 include inventory of medications, patient education and documentation, collection and tracking of lab specimens, providing care to the detox client in regard to some ADL's when needed and appropriate, with the assistance of a MH Specialist when available.

### **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: 3 years' experience as a licensed nurse

### **Licenses/Certifications**

Required: Texas Licensed Vocational Nurse.

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

Varying and rotating basis. 80 hours every two weeks. Will be required to work some weekend and holiday shifts on a rotating basis.

### **Salary**

Negotiable, depending on qualifications, experience and shift worked

## Burke Job Posting/ Job Description

### Position Title

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

### Position Number

P #1386

### General Description

The Crisis Therapist will provide direct care rehabilitative and therapy services to adults at the Mental Health Emergency Center, including clients in the Detox program, as part of a multidisciplinary treatment team. These programs operate 24 hours a day, 7 days a week. Duties will include, but may not be limited to the following: working with stakeholders making referrals to the program; conducting mental health and admission assessments; providing group and individual therapy/rehabilitative services; developing treatment plans; and ensuring that clients in these programs receive active treatment defined in a treatment plan. Additional duties may also include making assignments for paraprofessional staff. Will perform services according to an individual's approved and prescribed treatment plan and in accordance with Burke and Medicaid standards and requirements. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Performs under the direction of the MHEC Service Director.

### 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 with mental illness.

Preferred: Experience providing mental health crisis/emergency services in an inpatient or residential setting

### Licenses/Certifications

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

### Physical Requirements

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

### Special Requests or Comments

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

### Hours

Shifts are 7am to 7pm; 7 shifts to be worked every 14 days for a total of 80 hours worked over each 2-week pay period. Will be required to work every other weekend, and some holiday shifts on a rotating basis.

### Salary

\$50,000 annually.

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician/MCOT- A.H. - Emergency Services - Lufkin, TX

### **Position Number**

P #1462

### **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 Team Lead and the MCOT Service Director. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. This position will require travel, generally within a limited area of Burke's service region and will require dependable transportation.

### **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.

### **Physical Requirements**

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

### **Special Requests or Comments**

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

**Hours**

Generally, 8:00 a.m. to 7:00 p.m., four (4) 10-hour shifts a week, with flexibility a must. Requires a weekend rotation that's generally every eighth or ninth weekend to complete a forty (40) hour week.

**Salary**

\$33,196 to \$35,596 annually, depending on qualifications and experience. Travel reimbursement is provided.

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – A.H. – Emergency Services/MCOT - Nacogdoches, Texas

### **Position Number**

P #1546

### **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 Team Lead and 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, generally within a limited area of Burke's service region and will require dependable transportation.

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required – Valid Texas driver's license.

Preferred – LBSW.

### **Special Requests or Comments**

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

### **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, with flexibility a must. Requires a weekend rotation that's generally every eighth or ninth weekend to complete a forty (40) hour week.

### **Salary**

\$31,996 to \$34,396 annually, depending on qualifications and experience. Travel reimbursement provided.

## Burke Job Posting/ Job Description

### **Position Title**

Licensed Vocational Nurse- K.B. – Mental Health Emergency Center - Lufkin, Texas

### **Position Number**

P #1424

### **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. They will also be assigned to provide nursing care services to clients who are undergoing medical drug and/or alcohol detox, utilizing the CIWA and OWS rating scales. 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 include inventory of medications, patient education and documentation, collection and tracking of lab specimens, providing care to clients on detox protocols in regard to some ADL's when needed and appropriate, with the assistance of Mental Health Specialist staff, when necessary.

### **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**

Required: A minimum of 6 months experience as an LVN in a medical or mental health setting.

### **Licenses/Certifications**

Required: Texas Licensed Vocational Nurse.

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

Staff in this position will work 12-hour shifts (7:00am – 7:00pm) with a total of 7 shifts every 14 days. This position will require the employee to work some weekend and holiday shifts on a rotating basis.

### **Salary**

\$29,870 to \$32,445 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### Position Title

Diversion Coordinator – L.V. – Developmental Disabilities - Lufkin, TX

### Position Number

P #1593

### General Description

The Diversion Coordinator is responsible for informing adult individuals with developmental disabilities referred for admission to a nursing facility, their families, and LAR's of community options, services, and supports for which the individual may be eligible AND identify, arrange, and coordinate access to these services in order to diver admission to a nursing facility wherever possible and consistent with an individual's informed choice. The Diversion Coordinator will also be responsible tracking and monitoring notifications of assessments needing completed to ensure they are initiated within 72 hours and successfully submitted to DADS within 7 days; monitoring the completion of 14 day Person Directed Plans and quarterly thereafter; ensuring Community Living Options are presented to individuals/LAR biannually; and providing community education on alternatives to Nursing Facility. The Diversion Coordinator will also provide assistance to Service Coordinators in completion of assessments as needed and will establish a positive working relationship with Nursing Facilities within Burke's local service area. Ability to communicate both verbally and in writing in a clear and effective manner is a must. Must be able to organize time/work so that assignments are completed promptly.

### Education

Required: Graduation from an accredited high school or its equivalent AND two (2) years of paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program or HCS Program. 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.

### Experience

Preferred: At least one year Service Coordination Experience

### Licenses/Certifications

Required: Valid Texas driver's license.

### Physical Requirements

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

### Hours

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

### Salary

\$26,252 to \$31,196 Annually, depending on experience and qualifications.

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant -Tanglewood ALU - B.E. - Lufkin, TX

**Position Number**

P #194

**General Description**

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

**Education**

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

**Experience**

Required: Must have six (6) months experience working with individuals in a direct care role.

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Monday-Friday 2:30p.m-10:30pm. Weekdays (40) hours

**Salary**

\$18,416 - \$19,899 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant - Cherry ALU - B.E. - Lufkin, TX

### **Position Number**

P #632

### **General Description**

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

### **Education**

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

### **Experience**

Required: Must have six (6) months experience working with individuals in a direct care role.

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

### **Licenses/Certifications**

Required: Valid Texas Driver's License

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

Weekend (40) hours: Friday 10:30p.m.-10:30a.m.; Saturday 7:30p.m.-10:30a.m.; Sunday 7:30p.m.-8:30a.m.

### **Salary**

\$18,416 - \$19,899 annually.

**THE FOLLOWING JOB POSTINGS ARE FOR PART-TIME  
HOURLY EMPLOYEE POSITIONS. THESE POSITIONS  
ARE ELIGIBLE FOR WORKERS' COMPENSATION  
BENEFITS, UNEMPLOYMENT BENEFITS AND HOURLY  
RETIREMENT BENEFITS. THESE POSITIONS ARE NOT  
ELIGIBLE FOR MEDICAL/DENTAL/LIFE/DISABILITY  
BENEFITS, PAID HOLIDAYS, VACATION BENEFITS OR  
SICK BENEFITS.**

## Burke Job Posting/ Job Description

### **Position Title**

Registered Nurse (PRN)-KB-Mental Health Emergency Center-Lufkin, TX

### **Position Number**

P #5623

### **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 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 tele health 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 Burke's insurance administrator.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 50 pounds, walking, bending or kneeling and fine motor skills for legible handwriting and typing.

### **Hours**

PRN days or nights

### **Salary**

\$29 to \$32 per hour depending on shift worked.

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5277

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

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

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

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

### **Salary**

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

**Burke Job Posting/ Job Description**

**Position Title**

After Hours Assessor - G.C. - Tyler County

**Position Number**

P #2265

**General Description**

The After Hours Assessor works on an as needed basis to conduct mental health emergency assessments on individuals who are experiencing a mental health crisis. The After Hours Assessor's main function is to determine the level of placement needed for the individual in crisis. Assessments typically take place in the Emergency Rooms or local jails. Some may be done via tele-video through computer software. The After Hours Assessor reports to the Emergency Services Director.

**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 continuous full-time 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, or higher.

**Physical Requirements**

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

**Special Requests or Comments**

Required: Complete annual trainings in Essential Learning. Must complete suicide prevention training and have a reliable mode of transportation.

**Hours**

Monday through Friday, hours will vary between the hours of 5:00 p.m. and 8:00 a.m. (continuous through the weekend and on Holidays).

**Salary**

Paid per assessment. No travel reimbursement.

**Burke Job Posting/ Job Description**

**Position Title**

Mental Health Specialist - Hourly - KB - Mental Health Emergency Center - Lufkin, TX

**Position Number**

P #5279

**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 Burke and Medicaid standards and requirements. Emotional maturity, self-discipline, flexibility, and good verbal skills are a must. Performs under the direct supervision of the charge nurse and general supervision of the R.N. Crisis 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 Burke'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**

Variable. Staff in this position will be called in on an as needed basis to cover unit staffing needs.

**Salary**

\$10.00 - \$12.00 per hour depending on shift worked, qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

Day Habilitation Specialist - C.R. - Kirbyville Day Services, Kirbyville, TX

**Position Number**

P #5342

**General Description**

The Habilitation Specialist will be responsible for the overall daily management of clients and contracts. Responsibilities will include client-employee welfare and safety; compliance with contract terms and local customer satisfaction; client/employee training; and oversee related documentation, inventory control, vehicle and equipment upkeep, and other duties as assigned. Required to provide daily trainings to all clients. The NDI Manager directly supervises this position.

**Education**

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

**Experience**

Required: Must have computer experience.

Preferred: One (1) year of experience working with intellectual and developmental disability services.

**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, Defensive Driving and M. R. training modules. Must have a driving record insurable by Burke's insurance administrator.

**Physical Requirements**

Sight, hearing, talking, walking, lifting up to 75 pounds, prolonged standing, climbing stairs, bending or kneeling, driving a vehicle, and hand/finger dexterity.

**Hours**

32 hours per week.

**Salary**

\$8.00 per hour, depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

HCS/TXHML Courier (Part-Time) - K.M. - Home & Community Services/Texas Home Living Program - Lufkin, TX

**Position Number**

P #2252

**General Description**

The Courier provides transportation and supervision to individuals with a DD diagnoses served by the HCS/TxHmL programs on a daily basis. Work duties may include but are not limited to: supervision of consumers to and from day programs, transporting to appointments, deliver groceries/supplies, take care of daily mail route, work with staff/consumers in alternate living residences, work with Case Managers, provide consumer training as requested, assisting with filing charts, clerical duties, and assisting with maintaining unit vehicles.

**Education**

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

**Experience**

Preferred: One (1) year of responsible experience working with individuals who are developmentally delayed in a direct care role.

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Special Requests or Comments**

Required: Must be physically able to complete required courses to include, but not limited to, SAMA, CPR, First Aid, Defensive Driving, Van Driving and training modules. Must have a driving record insurable by Burke's insurance administrator. Must have the ability to document appropriately and keep detailed records.

**Physical Requirements**

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

**Hours**

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

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

**Salary**

\$8.00 per hour.

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5246

### **General Description**

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

### **Education**

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

### **Experience**

Preferred: Six (6) months of continuous responsible experience working with individuals with mental retardation in a direct care role.

### **Licenses/Certifications**

Required: Valid Texas Driver's License

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

\$8.00 per hour, plus reimbursement for travel

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5298

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

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

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5293

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

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

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Hours vary as needed.

**Salary**

\$7.95 per hour to start; increase to \$8.20 per hour after six (6) months satisfactory performance and completion of all mandatory training.

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5041

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

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

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5295

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

Hours will vary as needed.

### **Salary**

\$8.00 per hour, depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5294

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Hours will vary as needed.

**Salary**

\$8.00 per hour, depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5296

**General Description**

Part-time workers (male & female) needed to staff an ICF-MR Group Home in Pineland Texas. A variety of shift work hours are available. This is an ideal job for college students, particularly those with aspirations of becoming helping professionals. The primary criteria are to have good interpersonal skills and be sensitive and caring towards individuals with disabilities. Reliability and dependability are also very important. The Residential Assistant provides training and assistance to consumers and completes household duties and daily documentation.

**Education**

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

**Experience**

Experience working with adults with developmental disabilities.

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Special Requests or Comments**

Required: Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator. Reliable transportation required. Ability to work any shift.

**Physical Requirements**

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

**Hours**

Hours will vary as needed.

**Salary**

\$8.00 per hour, depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #5299

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Hours will vary as needed.

**Salary**

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