



2001 South Medford Dr., Lufkin, Texas 75901
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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

Adult Psychiatrist, Physician Assistant, or Advanced Practice Registered Nurse – J.S.
Burke Outpatient Mental Health Clinic – Lufkin, TX
(Position is available through Tele-medicine)

Position Number

P #1608

General Description

Performs psychiatric evaluations and medication management appointments with consumers as appropriate. Provides support and consultation to other team members and service providers. Documentation of patient communication and clinical treatment accurately and appropriately in the agency's electronic medical record system. 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 Certification in General Psychiatry; Certification in psychiatry in your discipline.

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

Child & Adolescent Psychiatrist – J.S. – Burke Outpatient Mental Health Clinic – Lufkin, TX
(Position is available through Tele-medicine)

Position Number

P #1609

General Description

Performs psychiatric evaluations and medication management appointments with consumers as appropriate. Provides support and consultation to other team members and service providers. Documentation of patient communication and clinical treatment accurately and appropriately in the agency's electronic medical record system. 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

Preferred: Current unrestricted Texas license to practice medicine; Board Certification in General Psychiatry; Board eligibility in Child & Adolescent Psychiatry. Board Certification in Child & Adolescent 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 Language Pathologist – P.P. – Burke ECI Program – Jasper/Newton Counties

Position Number

P #1295

General Description

This position provides speech, oral motor therapy and consultative services as recommended by the team to developmentally delay and / or medically at risk children age birth to three (3) in community-based setting. Other responsibilities will include providing screening, assessment services and participation in the development of comprehensive treatment plans. Travel is required.

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 Texas State Board of Examiners for Speech-Language Pathology and Audiology.

Required: Valid Texas Driver's License

Physical Requirements

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

Special Requests or Comments

Required: Must be able to complete CPR, First Aid training modules, and Defensive Driving. Must have a driving record insurable by Burke's insurance administrator.

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

Service Director – M.C. – Coordinated Specialty Care - Lufkin or Nacogdoches, TX
(PENDING BOARD APPROVAL)

Position Number

P #1650

General Description

The Coordinated Specialty Care Service Director is responsible for developing, implementing and managing all administrative, fiscal, and clinical systems of the Coordinated Specialty Care program. The Coordinated Specialty Care program is a specific team based program designed to provide early intervention services for individuals with first episode psychosis.

Responsibilities include: Managing fiscal, productivity, and utilization data to efficiently allocate resources and deliver services to the individuals; selecting, training, and retaining staff; managing information, environmental and fiscal resources; developing program initiatives to improve performance; preparing and monitoring budgets; maintaining quality of care specific to state mandated Coordinated Specialty Care services; supervising team staff; overseeing utilization management of services provided, records management, and performance evaluations; and reviewing and monitoring authorizations for mental health services. The person in this position also serves on committees both internally and in the community. This position will have other ancillary duties as assigned. Clinical responsibility covers the 12 counties in which Burke provides services. This position reports to the Mental Health Program Director.

Education

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

Experience

Required: At least two (2) years full-time experience in a mental health care setting; minimum of one (1) year fulltime supervisory experience.

Preferred: Two (2) years fulltime supervisory experience in a health care setting.

Licenses/Certifications

Required: Licensure as one of the following: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), or Licensed Psychologist (LP) with the State of Texas. Current license is required at time of application.

Required: Valid Texas driver's license.

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.

Physical Requirements

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

Hours

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

Salary

\$57,500 annually, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Therapist – M.C. – Coordinated Specialty Care - Lufkin or Nacogdoches, TX

(PENDING BOARD APPROVAL)

Position Number

P #1655

General Description

The Coordinated Specialty Care program is a specific team based program designed to provide early intervention services for individuals with first episode psychosis between the ages of 15 to 30. This position provides direct clinical services, predominantly advanced individual and group therapy services to individuals in this program. Duties may include completing diagnostic evaluations and comprehensive treatment plans; 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 CSC Team in clinical service delivery. Duties also include occasional supervision of the CSC treatment team, conducting training sessions, and reviewing/analyzing clinical reports. Performs under the supervision of the Coordinated Specialty Care Program Service Director. This position will require travel to remote areas.

Education

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

Experience

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

Licenses/Certifications

Required: Licensed Professional Counselor Intern (LPC-I), Licensed Marriage 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.

Required: Valid Texas Driver’s license.

Preferred: 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

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

Salary

\$50,000 annually fully licensed; \$40,000 annually if working towards licensure.

Burke Job Posting/ Job Description

Position Title

UM Coordinator – S.S. – Nacogdoches Mental Health Clinic – Nacogdoches, TX

“INTERNAL ONLY”

Position Number

P #1605

General Description

The Assistant UM Coordinator position is responsible for providing operational and administrative support for programs and projects in the mental health division as assigned. The position will assist in the coordination of Burke’s YES Waiver program. Duties will include development and maintenance of provider network systems necessary for YES Waiver, as well as maintenance of local and state data systems. The position will assist in coordination, tracking, and analysis of Burke’s Waiver 1115 projects, and assist in the reporting of all metrics and quality performance indicators. The position will assist in performing utilization management and review activities, as well as monitoring key performance indicators. This position will work extensively in the local EHR, as well as the state’s electronic systems. The candidate must possess strong computer, communication, and organization skills. Flexibility, self-discipline, as well as a strong understanding of mental health outpatient service delivery is necessary.

The position is under the direct supervision of the UM Service 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

Required: Two (2) years direct care experience working with individuals in a Behavioral Healthcare setting.

Licenses/Certifications

Required: Valid Texas Driver’s License.

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. However, the position may require after-hours work to complete job responsibilities.

Salary

\$40,800 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Quality Management Coordinator- D.M. – Quality Management – Nacogdoches, TX

“INTERNAL ONLY”

Position Number

P #1648

General Description

This position provides support to Burke Quality Management, Compliance and Safety functions by providing crucial audit and analytic activity. Duties include routine billing and documentation audits for all programs, fidelity reviews, off-site service delivery verification, and safety and infection control data collection and surveillance. This position will serve as Burke Safety and Infection Control Officer. Assistance in other functions of Quality Management may be required at times. Data compilation, problem-solving and organizational skills are a must. Traveling within the twelve-county region will be needed at times. This position will be housed in Nacogdoches.

Education

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

Experience

Required: Three years' direct care experience working with individuals served at Burke. Proficiency with Microsoft Excel, as well as Cerner/Anasazi.

Preferred: Five years' direct care experience working with individuals served at Burke.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

Required: Must have a driving record insurable by Burke's insurance administrator. Must have reliable personal vehicle due to occasional travel within 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. However, this position may require occasional after-hours work to complete job responsibilities.

Salary

\$40,800 annually, depending on qualifications and experience. Travel reimbursement is provided.

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – M.C. – Coordinated Specialty Care Program – Lufkin or Nacogdoches, TX
(PENDING BOARD APPROVAL)

Position Number

P #1656

General Description

The Coordinated Specialty Care program is a specific team based program designed to provide early intervention services for individuals with first episode psychosis between the ages of 15 to 30. The Mental Health Clinician will provide direct care Supported Employment, Supported Education, and Case Management services to enrolled adults with chronic mental illness in the community/home setting. This position performs services according to the individual's approved and prescribed rehabilitation plan, and according to Burke and Medicaid standards and requirements. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in all Burke Mental Health service area. This worker will perform emergency assessment duties as needed. Performs under the supervision of the Coordinated Specialty Care Program Service Director. This position will require 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

Required: Two (2) years direct care experience working with adults/adolescents in a behavioral healthcare or mental health setting. Familiarity with DSM IV diagnostic criteria.

Licenses/Certifications

Required – Valid Texas driver's license.
Preferred – LSW.

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 Burke's insurance administrator. Must have reliable personal vehicle and travel routinely within 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, Monday-Friday, 8:00 a.m. to 5:00 p.m., but will require occasional after-hours work to complete program requirements.

Salary

\$39,000 annually, depending on qualifications and experience. Travel reimbursement provided.

Burke Job Posting/ Job Description

Position Title

Licensed Vocational Nurse – N.T. – Centralized Intake/Emergency Services - Lufkin, TX

Position Number

P #1649

General Description

The Nurse is responsible for providing nursing services to adult and adolescent patients at the Centralized Intake/Emergency Services unit. Travel to other clinic locations, including the satellite clinic in Jasper, Crockett, Trinity, Woodville, San Augustine, and Center may be required. Duties include 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: Six months 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.

Required: 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

Monday-Friday; Generally, 8am-5pm.

Salary

\$36,000 annually.

Burke Job Posting/ Job Description

Position Title

Early Intervention Specialist – J.A. – Early Childhood Intervention - Livingston, TX

Position Number

P #1449

General Description

To provide hands on Early Childhood Intervention Services to children from birth to age three, with developmental delays, in their home or child care setting. Applicant must be able to work with the family accessing resources in the community, be a team player and have reliable transportation to make home visits. This position will be officed in Livingston, covering Polk and San Jacinto Counties.

Education

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

Experience

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

Preferred: Experience working with children with special needs. Bilingual

Licenses/Certifications

Required: Valid Texas driver's license.

Preferred: Licensed Social Worker.

Special Requests or Comments

Required: Must be physically able to complete First Aid, CPR, and Defensive Driving Training Modules. Must have a driving record insurable by Burke's administrator.

Preferred: Bilingual.

Physical Requirements

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

Hours

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

Salary

\$30,492 - \$32,964 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Support Staff Supervisor – N.T. – Centralized Intake/Emergency Services - Lufkin, Texas

Position Number

P # 1075

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. This position also serves as direct support for the Emergency Services. Other duties as assigned.

Education

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

Experience

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

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

Licenses/Certifications

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 Burke's insurance administrator.

Physical Requirements

Must have visual and auditory skills to handle telephone, receptionist and transcription duties; must be physically able to complete SAMA; 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

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

Salary

\$28,000 - \$30,000 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Accounting Clerk II - D.B. - Business Services - Lufkin, TX

Position Number

P #1072

General Description

The Accounting Clerk performs complex clerical and advanced bookkeeping work in accounting and fiscal records keeping with emphasis on accounts receivable. Work also involves preparing accounting documents for computer entry and assisting in verification for accuracy of computer printouts.

Education

Required: Graduation from an accredited high school or its equivalent. Courses in typing and bookkeeping.
Preferred: College level courses in data entry and elementary accounting.

Experience

Required: Two (2) years of hands-on experience in automated system for accounts receivable and general ledger, data entry, and 10 key-by-touch.
Preferred: Two (2) years hands-on advanced experience in Excel.

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

Must use visual and motor skills to efficiently and accurately enter data; utilize computer and calculator; sit for long periods of time throughout the day; mobility required to bend, reach, lift up to 25 pounds, and must have legible handwriting.

Hours

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

Salary

\$24,000 to \$27,800 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Peer Specialist – M.C. – Coordinated Specialty Care Program – Lufkin or Nacogdoches, TX

(PENDING BOARD APPROVAL)

Position Number

P #1657

General Description

The Coordinated Specialty Care program is a specific team based program designed to provide early intervention services for individuals with first episode psychosis between the ages of 15 to 30. This position provides direct clinical peer services around a Whole Health Action Management to this population. Duties may include administration of a health risk assessment; individual and group work with current recipients of mental health services, planning and organizing educational events, documentation of service provision, and other duties that may be assigned. Performs under the supervision of the Coordinated Specialty Care Program Service Director. This position will require travel to remote areas.

Education

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

Experience

Required: At least one cumulative year of receiving mental health services for a diagnosis of bipolar disorder, schizophrenia spectrum (preferred) or major depressive disorder.

Licenses/Certifications

Required: Valid Texas Driver's License

Required: Ability to attend training and test to become a Certified Peer Specialist and a provider of Whole Health Action Management (WHAM)

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. Educational certification training will be required when hired. Must be willing to share stories of your lived experience as a recipient of mental health services. Must have a reliable vehicle.

Hours

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

Salary

\$24,000 annually, depending on qualifications and experience. Travel reimbursement provided.

Burke Job Posting/ Job Description

Position Title

Mental Health Specialist/Night Shift – L.W. - Mental Health Emergency Center - Lufkin, Texas

Position Number

P #1414

General Description

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

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

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

\$22,796-\$23,652 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Peer Specialist - CB - Angelina Mental Health Clinic - Lufkin, Texas

Position Number

P #1570

General Description

If you have experienced mental illness and received treatment, this is an excellent opportunity to assist others who are working on their recovery – and it does not require a college education! This rewarding position provides direct clinical services, predominantly Whole Health Action Management to adults. Duties may include administration of a health risk assessment; individual and group work with current recipients of mental health services, planning and organizing educational events, documentation of service provision, and other duties that may be assigned.

Education

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

Experience

Required: At least one cumulative year of receiving mental health services for a diagnosis of bipolar disorder, schizophrenia (or related condition) or major depressive disorder.

Licenses/Certifications

Required: Valid Texas Driver's License.

Preferred: Certified Peer Specialist

Training: Burke will provide additional training and testing for required certification (Certified Peer Specialist and a provider of Whole Health Action Management).

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. Must be willing to share stories of your lived experience as a recipient of mental health services. Must have a reliable vehicle.

Hours

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

Salary

If non-certified, \$22,000 annually. Certified, \$24,000 annually.

Burke Job Posting/ Job Description

Position Title

Family Partner – S.W. – Polk Family Counseling Associates - Livingston, TX

Position Number

P #1654

General Description

This position is active as a member of the Intensive Case Management/Wraparound team process providing peer mentoring and support to the primary caregivers; engaging the family in the treatment process; modeling self-advocacy skills; providing information, referral and non-clinical skills training; maintaining engagement; assisting in the identification of natural/non-traditional and community support systems; and documenting the provision of all family partner services, including both face-to-face and non-face-to-face activities. This position requires travel to the Angelina County FCA clinic on at least a weekly basis, as the position is shared between the two clinics.

Education

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

Experience

Required: A parent or primary caregiver of a child or adolescent who has successfully received at least 1 year of treatment for a mental health diagnosis and/or in Special Education.

Licenses/Certifications

Required: Valid Texas Driver’s License

Required: Ability to attend training and test to become a Certified Family Partner.

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. Must be willing to share stories of your lived experience as a recipient of mental health services. Must have a reliable vehicle.

Hours

Monday through Friday; Generally 8am – 5pm.

Salary

If non-certified, \$22,000 annually. Certified, \$24,000 annually.

Burke Job Posting/ Job Description

Position Title

Family Partner – M.C. – Nacogdoches Family Counseling Associates - Nacogdoches, Texas

Position Number

P #2273

General Description

This position is active as a member of the Intensive Case Management/Wraparound team process providing peer mentoring and support to the primary caregivers; engaging the family in the treatment process; modeling self-advocacy skills; providing information, referral and non-clinical skills training; maintaining engagement; assisting in the identification of natural/non-traditional and community support systems; and documenting the provision of all family partner services, including both face-to-face and non face-to-face activities.

Education

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

Experience

Required: A parent or primary caregiver of a child or adolescent who has successfully received at least 1 year of treatment for a mental health diagnosis and/or in Special Education.

Licenses/Certifications

Required: Valid Texas Driver's License, Ability to attend training and test to become a Certified Family Partner.

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. Must be willing to share stories of your lived experience as a recipient of mental health services. Must have a reliable vehicle.

Hours

Monday through Friday; 24 hours per week.

Salary

If non-certified, \$22,000 annually. Certified, \$24,000 annually.

Burke Job Posting/ Job Description

Position Title

Support Staff II - N.S. - Nacogdoches Mental Health Clinic - Nacogdoches, Texas

Position Number

P #1562

General Description

This position interacts on a daily basis with the general public and Burke staff. Responsibilities include working with the 1115 waiver which is not limited to tracking treatment plans, authorizations, monitoring doctor only and inactive caseloads, creating client assignments for peer caseloads, reporting peer/code data, Category 3 tracking (including calling pharmacies for medication pick-up info, monitoring labs, data entry, and others). Responsibilities also include answering multi-line phone, 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 in a medical 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 Burke's insurance administrator.

Hours

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

Salary

\$22,000-\$23,000 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.**

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.

Required: Valid Texas Driver's license.

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

Part-Time Speech Language Pathologist – P.P. – Burke ECI Program – Angelina & surrounding counties

Position Number

P #5273

General Description

This position provides speech, oral motor 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. Other responsibilities will include; provide screening, assessment services and participation in the development of comprehensive treatment plans. Travel is required.

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 Texas State Board of Examiners for Speech-Language Pathology and Audiology.

Required: Valid Texas Driver’s license

Physical Requirements

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

Special Requests or Comments

Required: Must be able to complete CPR, First Aid training modules, and Defensive Driving. Must have a driving record insurable by Burke’s insurance administrator.

Hours

Monday through Friday; hours will vary as needed.

Salary

Negotiable, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Part-Time Peer Specialist – CB – Angelina Mental Health Clinic - Lufkin, Texas

Position Number

P #2281

General Description

If you have experienced mental illness and received treatment, this is an excellent opportunity to assist others who are working on their recovery – and it does not require a college education! This rewarding position provides direct clinical services, predominantly Whole Health Action Management to adults. Duties may include administration of a health risk assessment; individual and group work with current recipients of mental health services, planning and organizing educational events, documentation of service provision, and other duties that may be assigned.

Education

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

Experience

Required: At least one cumulative year of receiving mental health services for a diagnosis of bipolar disorder, schizophrenia (or related condition) or major depressive disorder.

Licenses/Certifications

Required: Valid Texas Driver’s License.

Preferred: Certified Peer Specialist

Training: Burke will provide additional training and testing for required certification (Certified Peer Specialist and a provider of Whole Health Action Management).

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. Must be willing to share stories of your lived experience as a recipient of mental health services. Must have a reliable vehicle.

Hours

Monday-Friday as scheduled; 25 hours per week.

Salary

If non-certified, \$22,000 annually. Certified, \$24,000 annually.

Burke Job Posting/ Job Description

Position Title

CPR/First Aid/ Back Safety Instructor – P.J. – Central Administration - Lufkin, TX

(INTERNAL ONLY)

Position Number

P #1651

General Description

The Instructor will teach CPR, First Aid, and Back Safety to Burke employees, certified by the American Red Cross. The Instructor will present in a classroom setting through lecture, video and demonstration of skills. The Instructor will be responsible for the care of the training materials; he/she will ensure sign in sheets are filled out and promptly returned to Human Resources. Applicants must be reliable and have the ability to work closely with others throughout all levels of the organization. The instructor must have excellent presentation and communication skills.

Education

Graduation from an accredited high school or its equivalent.

Experience

Required: Must have completed six (6) months of continuous service and have been removed from conditional status to be eligible.

Preferred: Training or teaching experience.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

Required: Must have a driving record insurable by Burke's insurance administrator.

Preferred: Certified by American Red Cross to teach CPR/First Aid/Back Safety.

Physical Requirements

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

Hours

This class is scheduled from 8:30am – 3:00pm. It is a one (1) day course scheduled during a Monday-Friday work week.

This position requires the instructor to arrive at 8:00am to set up the classroom for training and stay after class in order to put up supplies and complete any housekeeping as needed. This position may require some travel to conduct on-site training classes.

Salary

\$100.00 per day; Travel reimbursement provided only if the training class is held outside of the Lufkin area.

Burke Job Posting/ Job Description

Position Title

Van Driver Instructor – P.J. Central Administration - Lufkin, TX

(INTERNAL ONLY)

Position Number

P #1652

General Description

The Instructor will teach a Van Driving course certified by Texas Council Risk Management Fund. The Instructor will train employees on driving skills needed to operate a 15 plus passenger van in a safe and responsible manner. The Instructor will present material in a classroom setting; in addition he/she must set up and administer a driving course exam. The Instructor will be responsible for the care of the training materials; he/she will ensure sign in sheets are filled out and promptly returned to Human Resources. Applicants must be dependable and able to work closely with others throughout all levels of the organization. The instructor must have excellent presentation and communication skills.

Education

Graduation from an accredited high school or it equivalent.

Experience

Required: Must have completed six (6) months of continuous service and have been removed from conditional status to be eligible.

Preferred: Training or teaching experience.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Skills or Training

Required: Must have a driving record insurable by Burke's insurance administrator.

Physical Requirements

Sight, hearing, talking, lifting up to 25 pounds, walking, prolonged standing, bending, kneeling, ability to drive a vehicle and hand/finger dexterity. Must be able to work outside in various weather conditions.

Hours

This class is scheduled from 9:00am – 2:00pm. It is a one (1) day course scheduled during a Monday-Friday work week.

This position requires the instructor to arrive at 8:00am to set up the classroom for training and stay after class in order to put up supplies and complete any housekeeping as needed. This position may require some travel to conduct on-site training classes.

Salary

\$100.00 per day; Travel reimbursement provided only if the training class is held outside of the Lufkin area.

Burke Job Posting/ Job Description

Position Title

SAMA Instructor - P.J. - Central Administration - Lufkin, TX

(INTERNAL ONLY)

Position Number

P #1653

General Description

The Instructor will teach Satori Alternatives to Managing Aggression or SAMA in a classroom setting through lecture, video and demonstration of skills. The Instructor will lead participants through exercises and learning activities until they can demonstrate the skills and concepts presented on the tapes. The SAMA instructor will be required to complete a five day certification class in San Antonio in order to be certified to teach the class. The Instructor will be responsible for the care of the training materials; he/she will ensure sign in sheets are filled out and promptly returned to Human Resources. Applicants must be reliable and have the ability to work closely with others throughout all levels of the organization. The instructor must have excellent presentation and communication skills.

Education

Graduation from an accredited high school or its equivalent.

Experience

Required: Must have completed six (6) months of continuous service and have been removed from conditional status to be eligible.

Preferred: Training or teaching experience

Licenses/Certifications

Required: Valid Texas driver's license.

Special Skills or Training

Required: Must have a driving record insurable by Burke's insurance administrator.

Preferred: Certified by Satori Learning Designs to teach SAMA.

Physical Requirements

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

Hours

The SAMA class is scheduled from 9:00am - 4:00pm. The initial class is a two (2) day course and the refresher is a one (1) day course scheduled during a Monday-Friday work week. This position requires the instructor to arrive at 8:30am to set up the classroom for training and stay after class in order to put up supplies and complete any housekeeping as needed. This position may require some travel to conduct on-site training classes.

Salary

\$100.00 per day; Travel reimbursement provided only if the training class is held outside of the Lufkin area.

Burke Job Posting/ Job Description

Position Title

Certified Pharmacy Technician – Part-Time – T.L. – East Texas Behavioral Network, Lufkin, TX

Position Number

P #5251

General Description

This position will work as a pharmacy technician assisting the Pharmacist in dispensing prescriptions in accordance with State guidelines and additional guidelines established by the Pharmacist. Other duties may be assigned, as needed, in order to facilitate the operations of the pharmacy.

Education

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

Experience

Required: At least two (2) years working as a pharmacy technician with experience in billing procedures and software systems.

Preferred: Experience typing with Morris & Dickson's Prism program.

Licenses/Certifications

Required: Must have Texas State License and be nationally recognized by the Pharmacy Technician Certification Board.

Required: Valid Texas Driver's license.

Physical Requirements

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

Hours

Hours will vary as needed.

Salary

\$12.50 per hour.

Burke Job Posting/ Job Description

Position Title

Vocational Specialist – J.G. – Burke Industries – Nacogdoches, TX

Position Number

P #5351

General Description

The hourly Vocational Specialist will be responsible for the overall daily management of clients and janitorial 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. This position will provide vocational services in Nacogdoches County. The Burke Industries Manager directly supervises this position. Potential hazardous working conditions do exist.

Education

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

Experience

Required: Computer Skills

Preferred: One (1) year of experience working in a janitorial setting and working with people with disabilities.

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.

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; 4pm -11pm. Hours could vary depending on contracts.

Salary

\$10.00 per hour.

Burke Job Posting/ Job Description

Position Title

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

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

Salary

\$8.00 - \$9.00 per hour.

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 will vary as needed.

Salary

\$8.00 - \$9.00 per hour.

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

Hours and days will vary depending on consumer and program needs.

Salary

\$9.00 per hour.

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 - \$9.00 per hour.

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 - \$9.00 per hour.

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 - \$9.00 per hour.

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

\$8.00 - \$9.00 per hour.