



**SPINDLETOP CENTER**  
**655 SOUTH 8<sup>TH</sup> STREET**  
**BEAUMONT, TEXAS 77701**  
**(409) 784-5532**  
Website: [www.stmhm.org](http://www.stmhm.org)

**EMPLOYMENT OPPORTUNITIES**  
**November 2, 2011**  
**Posting 12 – 09**

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

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

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

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

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

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

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

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

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

**CONTINUOUS POSTINGS ARE PRN (AS NEEDED) POSITIONS**

UNIT NUMBER AND NAME	POSITION TITLE	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS
7200 IDD Day Programs Beaumont, Orange, Winnie & Port Arthur, TX	9721 Therapist Technician I  9761 Therapist Technician I	\$9.00 per hour	<u>Minimum</u> – Graduation from an accredited high school or GED. ABLÉ test required. Six months of experience providing direct care services to individuals with disabilities. Driving a van may also be required.	Performs beginning level work providing direct consumer care and assistance in the development of treatment, care and training programs for individuals with intellectual and developmental disabilities. Duties are performed in accordance with established policies, practices and procedures.	As Scheduled
7300 Community Residential	9731 Therapist Technician I  Beaumont & Silsbee	\$9.00 per hour	<u>Minimum</u> – Graduation from an accredited high school or GED. ABLÉ test required. Six months of experience providing direct care services to individuals with disabilities. Driving a van may also be required.	Performs beginning level work providing direct consumer care and assistance in the development of treatment, care and training programs for individuals with intellectual and developmental disabilities. Duties are performed in accordance with established policies, practices and procedures.	As Scheduled
7400 ICF/MR	9741 Therapist Technician I  Beaumont & Silsbee	\$9.00 per hour	<u>Minimum</u> – Graduation from an accredited high school or GED. ABLÉ test required. Six months of experience providing direct care services to individuals with intellectual and developmental disabilities	Performs beginning level work providing direct consumer care and assistance in the development of treatment, care and training programs for individuals with intellectual and developmental disabilities. Duties are performed in accordance with established policies, practices and procedures.	As Scheduled
7600 IDD Voc Services	9761 Therapist Technician I	\$9.00 per hour	<u>Minimum</u> – Graduation from an accredited high school or GED. ABLÉ test required. Six months of experience providing direct care services to individuals with disabilities. Driving a van may also be required.	Performs beginning level work providing direct consumer care and assistance in the development of treatment, care and training programs for individuals with intellectual and developmental disabilities. Duties are performed in accordance with established policies, practices and procedures.	As Scheduled
3100 Crisis Transitional Services	9316 MH Deputy	\$45.00 per hour	<u>Minimum</u> – Must be licensed as a Texas Peace Officer.	Will assist SPRINT team with community calls, issue emergency peace officer warrants as appropriate, ensure safety and security both on campus and on off-site evaluations. Complies with DSHS guidelines for increased crisis services and increased staff and consumer safety. Assists with safe transportation of consumers between inpatient hospitals. Crisis respite and OPC appointments as necessary	Generally Mon – Thurs 1pm – 5pm  Flexible to the needs of the unit

## CURRENT POSTINGS

UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
2900 Drop-In Center	9291 Drop-In Coordinator  (PRN)	\$9.00 per hour	<u>Minimum</u> – Graduated from an accredited high school or GED. Requires an adult who has been diagnosed with a mental illness and has received at least one cumulative year of mental health services from or through the department. Certified Peer Provider Certification preferred but not required.	Works under the general direction of the Board of Directors, plans and administers program which fulfills the mission and objectives as stated in the organization's by-laws and in such a manner that optimum results are achieved in relation to the resources of the organization. Provides services to adults with mental health problems and promotes recovery. Oversees the daily operations of The Beaumont Hope Center.	Mon – Thurs 7am – 3pm	Open until filled
3100 Intake & Crisis	995 QMHP II	\$29,239 thru \$32,652	<u>Minimum</u> - Bachelor's degree requirements as listed on page 2. One year experience in human services. A Master's degree may substitute for one year of experience.	Completes initial assessment for intake/crisis services. Performs comprehensive intake assessments, diagnostic summary, and initial counseling for children, adolescents, and adults requesting mental health services. Identifies areas of need, participates in the development of the initial treatment plan, schedules follow-up services and makes referrals to internal/external resources as indicated. Performs service coordination, skills training, and psychosocial rehab per center requirements. Responsible for documenting all activities according to established guidelines.	Mon thru Fri 8 am – 5 pm	Open until filled
3702 Community Support - Adults	858 QMHP II	\$29,239 thru \$32,652	<u>Minimum</u> - Bachelor's degree requirements as listed on page 2. At least six months experience in providing mental health services to adults, children and adolescents.	Provides community support services to adults in accordance with the treatment plan established by the treatment team. Uses information obtained through observation of consumer and provision of service to help the consumer achieve the identified goals and objectives. Completes all necessary documentation for services performed.	Mon thru Fri 8 am – 5 pm	Open until filled
6000 ECI	1047 Registered Therapist Asst.	\$35,651 thru \$43,009	<u>Minimum</u> - Graduation from an accredited college or university with a degree in a field related to child development. Clinical experience in specific practice area required. Demonstrates knowledge of normal and atypical child development and the ability to implement effective intervention strategies. Current registration, license, or certification as a Speech Language Pathologist Assistant.	Provides speech therapy under the supervision of a licensed therapist for children ages 0-3 referred to the First Steps ECI program. Provides consultation in area of expertise to families and other team members. Assist in planning, coordinating and implementing strategies to accomplish individualized outcomes for children and families. Is accountable for assigned property as well as submitting documentation for billing purposes.	Mon thru Fri 8 am – 5 pm	Open until filled

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UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
6000 ECI	9602 Dietetic & Nutrition Specialist III  (PRN)	\$22.47 thru \$26.37 per hour	<u>Minimum</u> - Graduation from an accredited college or university with a bachelor's degree in food and nutrition, food technology, home economics or a related field and two (2) year of experience in nutrition and/or food service operations/management. Prefer applicant with specialized knowledge and experience in nutritional needs of children and familiarity with protocols and methods used to assess young children with developmental disabilities and individuals with psychiatric diagnoses. Registration as a Dietitian with the American Dietetic Association is required	Is responsible for conducting nutritional assessments, consultations, and oversight of diet orders for children and adults served through the Early Childhood Intervention Program (ECI) and General Revenue. Provides consultation in the area of nutrition to consumers, families and other team members. Provides training to staff. Develops supports to accomplish individualized outcomes for adults, children and families. Is accountable for assigned property as well as submitting documentation for billing purposes.	As Scheduled	Open until filled
7000 IDD Residential In-Home Respite	9701/9731 Therapist Tech I  (PRN)	\$9.00 per hour	<u>Minimum</u> - Graduated from an accredited high school or GED. Prefer six months experience working directly with people with disabilities, along with good communication skills and strong customer service experience. Nurses Aide Certification preferred but not required.	Monitors HCS Companion/Foster Care homes to ensure compliance with all HCS and Spindletop Center standards. Monitors provider/contractor training, monthly and annual paperwork to ensure accuracy and provides feedback regarding corrections required. Responds to inquires from staff, individuals, families and providers to ensure that concerns are addressed and services are provided without interruption. Works an assigned eight (8) hour shift in an-assigned living area.	As Scheduled	Open until filled
7001 LEAP	9701 Therapist Technician I  (PRN)	\$10.00 per hour  (.5 fte)	<u>Minimum</u> - Graduated from an accredited high school or GED. At least one year of experience in providing services to adults with severe or profound intellectual and developmental disabilities.	Provides a variety of rehabilitation services to adult with intellectual and developmental disabilities in accordance with practices and principles of Person Directed Planning, QAIS, and Continuous Quality improvement. Completes all paperwork required to document all services performed. Shares responsibility with other technicians for daily guidance, care and training of assigned consumers in the Community Living Skills Program.	Mon thru Fri Two hours am and pm	Open until filled

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UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
7240 IDD Autism Services	1032 Registered Therapist IV	\$53,502 thru \$62,430	<u>Minimum</u> - MA/MS in applied behavior analysis or psychology and BCBA certification; extensive knowledge of applied behavior analysis.	Primary job responsibilities include daily supervision and training of the Autism Treatment Training staff, and daily oversight of the treatment programs being implemented with the students of the Stepping Stones program. The BCBA develops individualized ABA treatment programs for each student based on behavioral assessment. The BCBA conducts the initial implementation of programs; reviews data frequently, modifies programs as necessary to get maximum progress, and monitors treatment integrity. The BCBA provides direct one-on-one and small group training using ABA procedures for children with a diagnosis of autism and/or intellectual and developmental disabilities who display aggressive, disruptive, non-compliant, and/or self-abusive behavior. Training consists of skill acquisition for self-help skills, academic skills, social skills, communication skills, vocational skills, and basic attending skills. The BCBA insures standardized preference assessments, functional analyses, and skill assessments are conducted in a timely manner. The BCBA conducts direct observations, collects data, summarizes data, and documents training progress. The BCBA implements SAMA and physical prompts. Training is presented during intense one-on-one, requiring high levels of energy and enthusiasm maintained throughout the 6.5 hour program day.	Mon thru Fri As Scheduled	Open until filled

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7300 IDD Residential Services	1050 Nurse III	\$46,731 thru \$54,840	<u>Minimum</u> - Graduation from an accredited school of professional nursing. Current licensure in the state of Texas as a Registered Nurse. Four years experience in a supervisory position and four years experience with Home and Community Based and Intermediate Care Facility – MR/RC programs.	Provides oversight to Licensed Vocational Nurses who provide services to adults and children with intellectual and developmental disabilities. Provides registered nursing services as determined by individual needs to children and adults with intellectual and developmental disabilities, autism spectrum disorders or related conditions served through General Revenue, Home and Community-Based Services (HCS), Texas Home Living (TxHmL) and Intermediate Care Facility Programs. Responsibilities include completing comprehensive and focused assessments, participation in the interdisciplinary process to assist in the development of the Individual Plan of Care and for ensuring that nursing services consist of the performance of health care procedures as identified by the Performance Contract, and the HCS and TxHmL Billing Guidelines. Responsible for providing training regarding tasks that are delegated to unlicensed persons. May provide training to other staff, providers, individuals, family members, volunteers and students. Completes documentation relative to work performed.	Mon thru Fri 8 am – 5 pm	Open until filled
7322 HCS Supported Home Living	797 Human Services Technician I  (In House Only)	\$20,800 thru \$22,724	<u>Minimum</u> - Graduated from an accredited high school or GED. Prefer six months experience working directly with people with disabilities. Nurses Aide Certification preferred, but not required.	Provides daily supervision, care, and training of children and adults with mental retardation or learning disabilities in their living area. Works an assigned eight (8) hour shift in an assigned living area.	Mon thru Fri 8 am – 5 pm	Open until filled
7501 IDD Service Coordination – Beaumont	764 Service Coordinator II	\$28,239 thru \$32,652	<u>Minimum</u> - Bachelor's degree requirements as listed on page 2. A Master's degree may substitute for one year of experience.	Provides service coordination for adults and children with mental retardation, autism, and pervasive development disorder to assist them in gaining access to medical, social, educational, vocational, and other needed services. Has responsibility for overall coordination of the Person Directed Plan and desired outcomes, ensuring services are delivered as planned, and has responsibility for monitoring of the activities of the team members. Assesses needs of assigned persons, and develops and implements social work interventions. May train students, other staff, and volunteers. Participates in on-call rotation during evening and weekend hours.	Mon thru Fri 8 am – 5 pm	Open until filled

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