

Burke Center

2001 South Medford Dr., Lufkin, Texas 75901
Phone (936) 639-1141 Fax (936) 639-0905
www.burke-center.org

NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

PHYSICIAN, ADVANCED PRACTICE NURSE, PHYSICIAN ASSISTANT (P #734) – J.S. – NACOGDOCHES MENTAL HEALTH CLINIC, NACOGDOCHES, TEXAS

GENERAL DESCRIPTION: Provision of psychiatric services to adults (may include some child and adolescent coverage).

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.

PHYSICAL THERAPIST (P #1173) – P.P. – CORNERSTONE ECI PROGRAM, JASPER/NEWTON/TYLER COUNTIES

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

EDUCATION:

Required: Degree in Physical Therapy from an accredited college or university.

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Licensed, in good standing, by the Texas State Board of Physical Therapy Examiners.

SPECIAL REQUESTS OR COMMENTS:

Required: CPR, First Aid, Defensive Driving training modules must be completed. Must have a driving record insurable by the Center's insurance administrator.

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

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

SALARY: Negotiable, depending on qualifications and experience.

OCCUPATIONAL THERAPIST (P #1294) – P.P. - CORNERSTONE EARLY CHILDHOOD INTERVENTION PROGRAM, LIBERTY/POLK COUNTIES

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

EDUCATION:

Required: Degree in Occupational Therapy from an accredited college or university.

EXPERIENCE:

Preferred: One (1) years' experience working with birth to three (3) years of age/or preschool children.

LICENSES/CERTIFICATIONS:

Required: Occupational Therapist licensed by the Texas State Board of Occupational Therapy Examiners.

SPECIAL REQUESTS OR COMMENTS:

Required: CPR, First Aid, Defensive Driving training modules must be completed. Must have a driving record insurable by the Center's insurance administrator.

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

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

SALARY: Negotiable, depending on qualifications and experience.

**THERAPIST (P #1253) – J.P. – NACOGDOCHES FAMILY COUNSELING ASSOCIATES,
NACOGDOCHES, TEXAS**

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

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 & Family Therapist Associate (LMFTA) or Licensed Master Social Worker currently working towards their LCSW, with the State of Texas.

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

SPECIAL REQUESTS OR COMMENTS:

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

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

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

SALARY: \$40,000 annually fully licensed; \$35,000 annually if working towards licensure.

MENTAL HEALTH INTERVENTION SPECIALIST (P #1247) – M.L. – BURKE CENTER, LUFKIN, TEXAS

GENERAL DESCRIPTION: This position will be responsible for the coordination of mental health care and intervention services for offenders who are under the supervision of the Angelina County adult probation department. This mental health professional will work closely with a specially designated and trained probation officer, solely serving this same population and for the Angelina County adult probation department. The goal will be to work closely with this population to provide intensive services to meet their mental health needs and increase their ability to function within the community setting. Duties will include screening, assessing, treatment and, along with the probation staff, participating in team meetings to determine appropriate resources. The position maintains a database to provide monthly reporting on caseload. This position reports to the TCOOMMI Clinical Coordinator. Identified office location will be in Lufkin Texas. This position requires frequent travel within Angelina County.

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.

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

EXPERIENCE:

Preferred: Six (6) months' experience in a Human Services, Education or Behavioral Healthcare setting, working with an adult population.

Preferred: Six (6) months' experience in the Criminal Justice Setting.

LICENSES/CERTIFICATIONS:

Required: Valid Texas Driver's License.

Preferred 1: LMSW, Temp. LPCI, or LMFTA.

Preferred 2: LCSW, LPC, LMFT

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 driving record insurable by Center's insurance administrator.

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

HOURS: This position requires the provision of service/care after-hours and/or on weekends. Hours fluctuate based on caseload needs but the majority of hours are within the 8:00 a.m. to 5:00 p.m. timeframe.

SALARY: \$32,000 to \$40,000 annually, depending on qualifications and experience. Travel reimbursement provided.

SERVICE COORDINATOR (P #1476) – RH – IDD SERVICE COORDINATION, LUFKIN, TEXAS

GENERAL DESCRIPTION: The Service Coordinator provides on-going direct support services to individuals with Intellectual and Developmental Disabilities (IDD) receiving services funded through General Revenue, Texas Home Living and the Home & Community Based program. Responsibilities include completing assessments; development and facilitation of individual's program plans; crisis intervention; and coordination and monitoring of services. The Service Coordinator will document services in the electronic medical record.

EDUCATION:

Required: Bachelor's degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, Education, or Criminal Justice, or with a major in a social, behavioral or human services field from an accredited college or university. **OR** a high school diploma, 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** have graduated from Partners of Policy Making, **OR** who have been authorized by a local mental retardation authority to provide service coordination prior to April 1, 1999.

EXPERIENCE:

Preferred: One (1) year of continuous direct experience working with individuals with mental retardation.

LICENSES/CERTIFICATIONS:

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, First Aid, and Defensive Driving training modules, and TXMHMR Case Management training. Reliable vehicle required.

PHYSICAL REQUIREMENTS: Must have visual and auditory skills sufficient to evaluate and monitor consumer needs; mobility required to bend, reach, lift (up to 50 lbs.) while assisting consumers, and carrying charts and equipment during a work day.

HOURS: Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. However, this position may require after-hours work and some flexible duty to meet consumer needs.

SALARY: \$26,200 to \$29,928 annually, depending on qualifications and experience.

HOME MANAGER – OLETA/FREEMAN/CHERRY (P #1495) – S.C. - LUFKIN, TEXAS

GENERAL DESCRIPTION: The Home Manager is responsible for: ensuring the group home runs smoothly, effectively and cost-efficiently by organizing and managing a wide variety of job duties. The Home Manager assists consumers residing in the home in achieving their maximum level of independence through assessment of their needs, development of treatment strategies, and implementation of the Person Directed Plan. The Home Manager must be able to provide a wide variety of training activities to consumers and monitor active treatment to document progress. The Home Manager provides administrative assistance to the Service Director to include, but not limited to, scheduling staff, recruitment and monitoring of hourly residential staff, providing unit/consumer specific staff training and scheduling staff for required agency training, timekeeping for both salaried and hourly staff, overseeing the upkeep of the home and vehicle, and ensuring compliance with Life Safety and Health Standards by obtaining required inspections. This position is also required to provide/process supporting documentation of all activities and services rendered, maintain confidential information, assist consumers with personal finances, and maintain financial records. The Home Manager is required to effectively interact with consumers, staff, family members, medical personnel, and other support personnel. The Home Manager may provide transportation as needed. The Home Manager assists the Service Director and direct care staff to obtain Burke Center’s mission of “working together to improve lives”.

EDUCATION:

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

EXPERIENCE:

Required: Six (6) month’s continuous experience working with individuals with intellectual and developmental delays in a direct care role.

Preferred: One (1) continuous year’s experience working with individuals with intellectual and developmental delays. One (1) year of secretarial or clerical experience. Effective computer skills are required. Must be able to demonstrate a working knowledge of Microsoft Word.

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 Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and other training required in the training modules. Must have a driving record insurable by the Center’s insurance administrator. Reliable transportation required.

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

HOURS: Monday thru Friday, 10 a.m. to 6 p.m. Days and hours may change depending upon consumer and program needs. Must be able to work any shift in emergencies.

SALARY: \$24,000 annually.

HOME MANAGER – OSCAR BERRY/TANGLEWOOD/CROOKED CREEK (P #1496) – S.C. - LUFKIN, TEXAS

GENERAL DESCRIPTION: The Home Manager is responsible for: ensuring the group home runs smoothly, effectively and cost-efficiently by organizing and managing a wide variety of job duties. The Home Manager assists consumers residing in the home in achieving their maximum level of independence through assessment of their needs, development of treatment strategies, and implementation of the Person Directed Plan. The Home Manager must be able to provide a wide variety of training activities to consumers and monitor active treatment to document progress. The Home Manager provides administrative assistance to the Service Director to include, but not limited to, scheduling staff, recruitment and monitoring of hourly residential staff, providing unit/consumer specific staff training and scheduling staff for required agency training, timekeeping for both salaried and hourly staff, overseeing the upkeep of the home and vehicle, and ensuring compliance with Life Safety and Health Standards by obtaining required inspections. This position is also required to provide/process supporting documentation of all activities and services rendered, maintain confidential information, assist consumers with personal finances, and maintain financial records. The Home Manager is required to effectively interact with consumers, staff, family members, medical personnel, and other support personnel. The Home Manager may provide transportation as needed. The Home Manager assists the Service Director and direct care staff to obtain Burke Center's mission of "working together to improve lives".

EDUCATION:

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

EXPERIENCE:

Required: Six (6) month's continuous experience working with individuals with intellectual and developmental delays in a direct care role.

Preferred: One (1) continuous year's experience working with individuals with intellectual and developmental delays. One (1) year of secretarial or clerical experience. Effective computer skills are required. Must be able to demonstrate a working knowledge of Microsoft Word.

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 Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and other training required in the training modules. Must have a driving record insurable by the Center's insurance administrator. Reliable transportation required.

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

HOURS: Monday thru Friday, 10 a.m. to 6 p.m. Days and hours may change depending upon consumer and program needs. Must be able to work any shift in emergencies.

SALARY: \$24,000 annually.

HOME MANAGER – LOST PINES/SHADY LAKE (P #1497) – S.C. - LUFKIN, TEXAS

GENERAL DESCRIPTION: The Home Manager is responsible for: ensuring the group home runs smoothly, effectively and cost-efficiently by organizing and managing a wide variety of job duties. The Home Manager assists consumers residing in the home in achieving their maximum level of independence through assessment of their needs, development of treatment strategies, and implementation of the Person Directed Plan. The Home Manager must be able to provide a wide variety of training activities to consumers and monitor active treatment to document progress. The Home Manager provides administrative assistance to the Service Director to include, but not limited to, scheduling staff, recruitment and monitoring of hourly residential staff, providing unit/consumer specific staff training and scheduling staff for required agency training, timekeeping for both salaried and hourly staff, overseeing the upkeep of the home and vehicle, and ensuring compliance with Life Safety and Health Standards by obtaining required inspections. This position is also required to provide/process supporting documentation of all activities and services rendered, maintain confidential information, assist consumers with personal finances, and maintain financial records. The Home Manager is required to effectively interact with consumers, staff, family members, medical personnel, and other support personnel. The Home Manager may provide transportation as needed. The Home Manager assists the Service Director and direct care staff to obtain Burke Center’s mission of “working together to improve lives”.

EDUCATION:

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

EXPERIENCE:

Required: Six (6) month’s continuous experience working with individuals with intellectual and developmental delays in a direct care role.

Preferred: One (1) continuous year’s experience working with individuals with intellectual and developmental delays. One (1) year of secretarial or clerical experience. Effective computer skills are required. Must be able to demonstrate a working knowledge of Microsoft Word.

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 Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and other training required in the training modules. Must have a driving record insurable by the Center’s insurance administrator. Reliable transportation required.

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

HOURS: Monday thru Friday, 10 a.m. to 6 p.m. Days and hours may change depending upon consumer and program needs. Must be able to work any shift in emergencies.

SALARY: \$24,000 annually.

HOME MANAGER – RUSHWOOD/WHITEHOUSE (P #1498) – S.C. - LUFKIN, TEXAS

GENERAL DESCRIPTION: The Home Manager is responsible for: ensuring the group home runs smoothly, effectively and cost-efficiently by organizing and managing a wide variety of job duties. The Home Manager assists consumers residing in the home in achieving their maximum level of independence through assessment of their needs, development of treatment strategies, and implementation of the Person Directed Plan. The Home Manager must be able to provide a wide variety of training activities to consumers and monitor active treatment to document progress. The Home Manager provides administrative assistance to the Service Director to include, but not limited to, scheduling staff, recruitment and monitoring of hourly residential staff, providing unit/consumer specific staff training and scheduling staff for required agency training, timekeeping for both salaried and hourly staff, overseeing the upkeep of the home and vehicle, and ensuring compliance with Life Safety and Health Standards by obtaining required inspections. This position is also required to provide/process supporting documentation of all activities and services rendered, maintain confidential information, assist consumers with personal finances, and maintain financial records. The Home Manager is required to effectively interact with consumers, staff, family members, medical personnel, and other support personnel. The Home Manager may provide transportation as needed. The Home Manager assists the Service Director and direct care staff to obtain Burke Center’s mission of “working together to improve lives”.

EDUCATION:

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

EXPERIENCE:

Required: Six (6) month’s continuous experience working with individuals with intellectual and developmental delays in a direct care role.

Preferred: One (1) continuous year’s experience working with individuals with intellectual and developmental delays. One (1) year of secretarial or clerical experience. Effective computer skills are required. Must be able to demonstrate a working knowledge of Microsoft Word.

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 Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and other training required in the training modules. Must have a driving record insurable by the Center’s insurance administrator. Reliable transportation required.

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

HOURS: Monday thru Friday, 10 a.m. to 6 p.m. Days and hours may change depending upon consumer and program needs. Must be able to work any shift in emergencies.

SALARY: \$24,000 annually.

RESIDENTIAL ASSISTANT (P #557) – C.B. – PINELAND GROUP HOME, PINELAND, TEXAS

GENERAL DESCRIPTION: The Residential Assistant (RA) is responsible for providing guidance and care for individuals with mental retardation living in a residential setting. Daily duties involve supervising and/or assisting consumers in performing basic self-help skills and home management tasks. The RA assists the Day Programmer in 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:

Required: Six (6) months of responsible experience working with individuals with mental retardation or developmental disabilities in a direct service role.

Preferred: One (1) continuous year of responsible experience working with individuals with mental retardation or developmental disabilities in a direct service role.

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 all required employee training. Must have a driving record insurable by the Center's insurance administrator.

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

HOURS: 7:00 a.m. to 8:30 p.m., Thursday; 7:00 a.m. to 8:30 p.m., Friday; and 7:00 a.m. to 8:00 p.m., Saturday. Days off rotate every month and may vary depending on need. Additional hours required for staff and consumer meetings.

SALARY: \$17,885 - \$18,725 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.

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATION:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

HOURS: Varied as needed.

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

HOURS: Hours vary as needed.

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

HOURS: Varied as needed.

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

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

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

EDUCATION:

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

EXPERIENCE:

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

LICENSES/CERTIFICATIONS:

Required: Valid Texas driver's license.

SPECIAL REQUESTS OR COMMENTS:

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

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

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

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