



SPINDLETOP CENTER
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BEAUMONT, TEXAS 77701
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Website: www.stmhm.org

EMPLOYMENT OPPORTUNITIES
October 5, 2011
Posting 12 - 05

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. One year of paid experience in working directly with adults with severe / profound intellectual and developmental disabilities.	Provides a variety of rehabilitation services to adult consumers with developmental disabilities in accordance with practices and principles of Person Directed Planning and QAIS. Completes all paperwork required to document all services performed. Shares responsibility with other technicians for daily guidance, care and training of assigned consumers with developmental disabilities in the Community Living Skills Program and other programs as assigned.	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 which involves at least 50% time 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 which involves at least 50% time 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 full time experience assisting in therapeutic activities.	Provides a variety of rehabilitation services to adult consumers with intellectual and developmental disabilities in accordance with the consumer's Action Plan.	As Scheduled

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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
1002 Financial Services	390 Accountant II	\$31,729 thru \$36,802	<u>Minimum</u> - Graduation from an accredited four-year college or university with a major in accounting, finance, computer science or business-related field. Minimum of one year's experience in maintaining a general ledger system, preparing financial statements, or preparing grant cost reports. Working knowledge of computerized accounting systems and Excel spreadsheet program.	Assists in maintaining the general ledger and in preparing the financial statements; reconciles balance sheet accounts and bank statements; assists with the annual audit and with other agency audits; may audit A/P vouchers and checks; may prepare grant and cost reports; may perform cash management functions; may maintain the Fixed Asset subsidiary records; may maintain the accounts receivable system; may serve as Administrative Claiming Coordinator in implementing and carrying out the policies and procedures of the Medicaid Administrative Claiming Program and assists with special projects.	Mon thru Fri 8 am – 5 pm	Open until filled
1003 Human Resources	1044 Human Resources Specialist I	\$22,591 thru \$26,121 (.8 fte)	<u>Minimum</u> - Graduated from an accredited high school or GED. Extensive office experience and at least one year experience in a human resource office. Computer experience in word processing, spreadsheet and data base required.	Handles the job posting, application processing, recruitment, applicant testing and job advertising for the Human Resources Department. Prepares and conducts pre-orientation for new employees. Prepares and oversees the job description system; develops and monitors employee tickler system for job descriptions, evaluations, driver licenses and liability insurance. Serves as back up in employee time records administration, assists with payroll functions and record-keeping; and distributes in-coming mail to HR and CEO.	32 hrs per week As Scheduled	Open until filled
2200 Beaumont Outpatient Clinic	184 QMHP II	\$29,239 thru \$33,652	<u>Minimum</u> – Bachelor's degree requirements as listed on page 2. A minimum of one year of experience in the mental health field.	Work involves: providing Community Support Service services to adults with mental health problems in an outpatient setting; scheduling appointments; obtaining information and planning treatment services for consumers in the Beaumont Outpatient Clinic. Completes all required documentation relating to such services in accordance with Center standards.	Mon thru Fri 8 am – 5 pm	Open until filled
2200 Beaumont Outpatient Clinic	351 Secretary II	\$16,640 thru \$19,193 (.8 fte)	<u>Minimum</u> - Graduated from an accredited high school or GED. At least one year of general office experience including computer data entry, answering telephones, and dealing with the public.	Provides services to adults with mental health problems. Work involves receiving consumers/family members, answering telephones, entering consumer data into the Anasazi system, Scans client records into laserfische; files or attaches scanned documents to chart documents in consumer record in accordance with Center record management on a daily basis. Providing information to consumers and staff, and maintaining a variety of files and records.	32 hrs per week As Scheduled	Open until filled

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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	753 QMHP III	\$31,729 thru \$36,802	<u>Minimum</u> - Master's degree from an accredited college or university with a major in social, behavioral or human services. Licensed as a Professional Counselor in the State of Texas required and/or Licensed Professional Counselor Intern in the State of Texas.	Provides services to adults, adolescents, and children with mental health and IDD. Completes initial screening for intake/crisis services. Completes comprehensive intake assessments for consumers seeking Mental Health/IDD. Uses judgment and discretion to identify 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 crisis assessments, provides immediate crisis intervention as determined necessary, and make recommendations and/or referrals for crisis resolution. Responsible for documenting all activities according to established guidelines.	Mon thru Fri 8 am – 5 pm	Open until filled
4302 ATAR Program	1045 Substance Abuse Counselor II	\$29,933 thru \$34,644	<u>Minimum</u> - Bachelor's degree requirements as listed on page 2. Four years experience in the chemical dependency field may be substituted for the degree requirement if individual is licensed LCDC. LCDC license required.	Primary counselor for Medicaid SUD program. Also acts as stand-in for case manager for dually diagnosed adults COPSD program. Identifies, develops and implements effective methods of engagement, assessment and treatment. Responsible for providing direct care services to adult consumers, conducts individual counseling and group sessions on substance abuse issues; carries a caseload of consumers; prepares paperwork for consumer charts in accordance with Center, DSHS requirements. Enters data into Citrix and CMBHS.	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	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
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

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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
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
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 IV (In-House Only)	\$53,502 thru \$62,430	<u>Minimum</u> - 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
7402 HCS IDD-ICF Beaumont	551 Human Services Technician I	\$20,800 thru \$22,724	<u>Minimum</u> – Graduation from an accredited high school or GED. Prefer six months experience working directly with people with intellectual and developmental disabilities.	Provides daily supervision, care, and training of children and adults with intellectual and developmental disabilities in their living area. Works an assigned eight (8) hour shift in an assigned living area.	As Scheduled	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

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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
7705 HCS Waiver Program Coordination	1010 Human Services Specialist III	\$28,239 thru \$32,652	<u>Minimum</u> - Graduation from an accredited college or university with a major course work in social, behavioral, human services is preferred. At least one year of experience working with individuals with developmental disabilities. Five years of experience working in a Medicaid Waiver Program may substitute for education/experience.	Provides HCS and TxHmL Program Coordination for adults and children with intellectual and developmental disabilities to assist in accessing medical, social, educational, vocational, and other needed services. Responsibilities include coordinating and monitoring the delivery of services for individuals on assigned caseload as identified by the service planning team and authorized on the Individual Plan of Care (IPC). Is responsible for the completion of annual and revised IPCs, Implementation Plans (IP), ICAP, and MR/RC assessments. Monitors service delivery and program participant/LAR satisfaction through quarterly contact. Works closely with MRA Service Coordination to ensure effective communication regarding the coordination of meetings and changes in service needs or living arrangements. May train students, other staff, Individuals/LAR/AIP and volunteers. May supervise the work of others.	Mon thru Fri 8 am – 5 pm	Open until filled
7705 HCS Waiver Program Coordination	1049 Resident Specialist IV	\$28,239 thru \$33,795	<u>Minimum</u> - Graduation from an accredited high school or GED. Two years of experience in working with individuals with disabilities in a residential setting is preferred. One year supervisory experience preferred.	Provides Residential Coordination for children and adults with intellectual and developmental disabilities served through Foster/Companion Care, Residential Support Services, Supervised Living and Supported Home Living, Respite and Community Supports. Directs training and supervision of residential staff, participates in the hiring process and the development of new employees. Monitors the needs of and the provision of services to the individuals who reside/participate in each location/service area. Operates within the guidelines of the Performance Contract, HCS, and TxHmL Principles.	Mon thru Fri 8 am – 5 pm	Open until filled