

# Burke Center

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## 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.

**TELEMEDICINE PSYCHIATRIC PROVIDER (P #1499) – A.H. - EAST TEXAS BEHAVIORAL HEALTHCARE NETWORK, LUFKIN, TEXAS**

**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.

**SERVICE DIRECTOR (P# 1239 ) – J.S. – POLK MENTAL HEALTH & FAMILY COUNSELING ASSOCIATES, LIVINGSTON, TEXAS**

**GENERAL DESCRIPTION:** The Service Director is responsible for developing, implementing and managing all administrative and clinical systems of the outpatient adult and child/adolescent mental health center. Responsibilities include: Managing fiscal, productivity and utilization data to efficiently allocate resources and deliver services to the target population; 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 resiliency and disease management services; supervising clinical coordinator(s), therapists, support staff supervisors, medical staff, mental health clinicians, and support 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. Clinical responsibility covers service provision in Polk, San Jacinto, and Tyler Counties. This position reports to the Outpatient Mental Health 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 three (3) years full-time experience in a psychiatric or mental health setting; minimum of one (1) year full-time supervisory experience.

**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 or if applying from out of state licensure within 3 months of hire in one of the above disciplines.

**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:**

Salary depends on qualifications and experience.

**CLINICAL COORDINATOR – TCOOMI (P #1118) – J.S. – MENTAL HEALTH MANAGEMENT, LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** The Clinical Coordinator position is responsible for the management and oversight of the Texas Correctional Office on Offenders with Medical and Mental Impairments (TCOOMI) program. Duties include leading and facilitating the treatment team; facilitating mental health assessments for clients; monitoring the clinical admission and discharge criteria; authorizing, supervising, and maintaining intervention/case management and therapy services; monitoring billing; completing quarterly budgets; and managing the utilization of all program resources. This position requires strong leadership skills, computer knowledge specific to excel spread sheets, data base utilization and Microsoft word, excellent communication, and interpersonal skills, and a high level of organization. The position works closely with the local parole departments, probation departments and the Department of Criminal Justice. It is important to have a strong understanding of the varied elements for operating within the Texas community mental health service delivery system and the Texas criminal justice system. This position reports to the Outpatient Mental Health Director.

**EDUCATION:**

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

**Preferred:** College courses in areas relating to above job duties.

**EXPERIENCE:**

**Required:** At least one (1) year of full-time direct care experience working with adults or children/adolescents with mental illness.

**Preferred:** At least one (1) year of supervisory or team leadership in which supervising direct care clinicians.

**LICENSES/CERTIFICATIONS:**

**Required:** Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT) or Licensed Clinical Social Worker (LCSW), Licensed Psychologist (LP) with the State of Texas; **OR**, must be able to obtain Texas licensure within six (6) months of hire.

**PHYSICAL REQUIREMENTS:** Ability to use visual and motor skills in order to effectively operate a computer, typewriter, and other office equipment.

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

**SALARY:** Depends on qualifications and experience.

**SPEECH/LANGUAGE PATHOLOGIST (P #1295) – P.P. – CORNERSTONE ECI PROGRAM (POLK, HOUSTON, TRINITY & ANGELINA COUNTIES)**

**GENERAL DESCRIPTION:** This position provides speech and oral motor therapy services as recommended by the team to developmentally delayed and/or medically at risk children age birth to three (3) years in a 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:** 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 State Committee of Examiners for Speech/Language Pathology and Audiology.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** CPR, First Aid , Defensive Driving and all other training required by the program. Must have a driving record insurable by 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 am to 5:00 pm, Monday through Friday.

**SALARY:** Negotiable, depending on qualifications and experience.

**CENTRALIZED INTAKE THERAPIST (P #1220) - N.T. - CENTRALIZED INTAKE UNIT, LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** The Centralized Intake THERAPIST *will be part of the Centralized Intake Team and will be responsible for providing* diagnostics and intake assessments for the twelve (12) county area. This person will also be responsible for completing all Intake duties which include determining if presenting individuals meet priority population criteria for admission to Center services and/or require referral to community providers. Will perform emergency mental health assessments to determine if presenting individuals require crisis resolution or admission to inpatient hospitalization. Will answer crisis line calls as part of the crisis line rotation during normal business hours. Will consult with Centralized Intake Service Director, MH clinic Service Directors or team leader to coordinate scheduling, dispatch, triage and appropriate disposition of assessments and interventions. Will complete prescribed assessment instruments work according to established guidelines and standards. Will complete legal paperwork to coordinate inpatient hospitalizations as required. Will document activities according to required Center, Medicaid and Accreditation standards. Travel to the outline counties will be required. Will report to Centralized Intake Service Director/team leader

**EDUCATION:**

**Required:** Master's degree in Social Work, Psychology, Marriage and Family Therapy or counseling form an accredited college or university.

**EXPERIENCE:**

**Preferred:** Six (6) months' full-time direct care experience to individuals in a mental healthcare setting. Six (6) months' direct care experience in mental health screening and assessment. Six (6) months' direct care experience in mental health screening and assessment with both adult and child/adolescent populations.

**LICENSES/CERTIFICATIONS:**

**Required:** LPC, LMFT, or LCSW. Valid Texas driver's license.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** Must have visual and auditory skills sufficient to evaluate and monitor client needs; mobility required to bend, reach, lift (up to 50 lbs.) while assisting clients, completing Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules, and carrying charts and equipment during a work day. Fine motor skills required for legible writing and driving of a motor vehicle for business related travel required to attend trainings. Must have a driving record insurable by the Center's insurance administrator.

**HOURS:** Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. However, this position may require after-hours work to complete job responsibilities.

**SALARY:** \$45,000 annually.

**MENTAL HEALTH CLINICIAN (P #1285) – J.M. – POLK MENTAL HEALTHCARE CENTER, LIVINGSTON, TEXAS**

**GENERAL DESCRIPTION:** The Mental Health Clinician will provide direct care rehabilitative services to individual adults, as well as potentially work with children/adolescents and their families, enrolled in services with chronic mental illness in the office and community/home settings. Will perform services according to the individual's approved and prescribed rehabilitation plan, and according to Center and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in Polk, Tyler and San Jacinto Counties. Performs under the supervision of the unit Clinical Coordinator. This position will require some 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:**

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

**LICENSES/CERTIFICATIONS:**

**Required:** Valid Texas driver's license.

**Preferred:** LBSW.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by the Center's insurance administrator. Must have reliable personal vehicle and travel routinely with 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. May require occasional after-hours work to complete job responsibilities.

**SALARY:** \$30,924 to \$33,396 annually, depending on qualifications and experience. Travel reimbursement provided.

**SOCIAL WORKER (P #1367) – P.F. –CORNERSTONE ECI PROGRAM, JASPER, NEWTON AND TYLER COUNTIES (This position will be housed in Woodville)**

**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. To provide targeted case management services as identified by the family and team. Must be a strong team player and have reliable transportation to make home visits.

**EDUCATION:**

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

**Preferred:** Bachelor’s degree in Social Work.

**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/COMMENTS:**

**Required:** Must be physically able to complete CPR, First Aid, and Defensive Driving training modules.

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

**SALARY:** \$30,492 to \$34,200 annually, depending on qualifications and experience.

**RESIDENTIAL ASSISTANT - CHERRY ALU (P# 1468) – B.D. – 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:** Graduation from an accredited high school or its equivalent.

**EXPERIENCE:**

**Required:** Must have six (6) months direct care experience for individuals with intellectual and developmental disabilities.

**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.

Must have the ability to use a computer 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:** 2:30 p.m. to 10:30 p.m., Monday-Friday (40 hours per week).

**SALARY:** \$18,416-\$19,899 annually.

**RESIDENTIAL ASSISTANT – CROOKED CREEK, ALU (P# 630) – B.D. – 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.

(2) Must have the ability to use a computer to document appropriately and keep detailed records.

**EXPERIENCE:**

**Required:** Must have six (6) months direct care experience for individuals with intellectual and developmental disabilities.

**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:** 2:30 p.m. to 10:30 p.m., Monday-Friday (40 hours per week).

**SALARY:** \$18,416 - \$19,890 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.**

**REGISTERED NURSE – HOURLY PRN (P #5623) – K.B. – EXTENDED OBSERVATION UNIT, LUFKIN, TEXAS**

**GENERAL DESCRIPTION:** Registered Nurses will be part of a multidisciplinary treatment team and are responsible for providing nursing care services to acutely mentally ill adult residents at the Extended Observation Unit and the Crisis Residential Unit. These units operate 24 hours a day, 7 days a week. Under the clinical direction of a physician, duties include giving injections, administering oral medications, completing admission and other nursing assessments, completing medication consents, overseeing the indigent medication program, coordinating psychiatric assessments utilizing telehealth equipment and coordinating health care needs with other medical care providers. Other responsibilities include inventory of medications, patient education, documentation, venipuncture, coordinating drug representative visits, supervising LVN staff and mental health specialists, and other duties as assigned.

**EDUCATION:**

**Required:** Graduation from an accredited school of nursing and licensed as a Registered Nurse by the Texas State Board of Nurse Examiners.

**EXPERIENCE:**

**Preferred:** One (1) year of experience working with adults in an inpatient or outpatient mental health setting.

**LICENSES/CERTIFICATIONS:**

**Required:** Texas license as a Registered Nurse.

**SPECIAL REQUESTS OR COMMENTS:**

**Required:** Must be physically able to complete Satori Alternatives to Managing Aggression (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 50 pounds, walking, bending or kneeling and fine motor skills for legible handwriting and typing.

**HOURS:** At this time, there will be 2 12-hour shifts each day to cover these programs 24 hours a day, 7 days a week.

**SALARY:** \$25 - \$32 dollars per hour, dependent on shifts worked, qualifications, and experience.

**CRISIS THERAPIST (5277)– DV – MENTAL HEALTH EMERGENCY CENTER**

**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 Center 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.

**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:** As needed within the following time periods: Monday-Friday 7am-11pm; Saturday & Sunday 8am-8pm.

**SALARY:** \$25-\$29 an hour, depending on qualifications and experience.

**SPEECH/LANGUAGE PATHOLOGIST – PART TIME (P #5273) – P.P. – CORNERSTONE ECI PROGRAM (POLK, HOUSTON, TRINITY & ANGELINA COUNTIES)**

**GENERAL DESCRIPTION:** This position provides speech and oral motor therapy services as recommended by the team to developmentally delayed and/or medically at risk children age birth to three (3) years in a 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:** 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 State Committee of Examiners for Speech/Language Pathology and Audiology.

**SPECIAL REQUESTS OR COMMENTS:**

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

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

**HOURS:** Hours vary as needed.

**SALARY:** Negotiable, depending on qualifications and experience.

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

**RESIDENTIAL ASSISTANT (P #5298) - C.B. - 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.