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[www.myburke.org](http://www.myburke.org)

### NOTICE OF POSITION OPENINGS

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

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

Acceptable proof of employment authorization includes:

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

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

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

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

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

**THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.**

**Burke Job Posting/ Job Description**

**Position Title**

Telemedicine Psychiatric Provider – A.H. – East Texas Behavioral Healthcare Network, Lufkin, TX

**Position Number**

P #1499

**General Description**

Provision of psychiatric services to adults (may include some child and adolescent coverage). No relocation is necessary for this position.

**Education**

Required: Completion of accredited program in your area of specialty.

**Licenses/Certifications**

Required: Licensed in the State of Texas as a Physician, Advanced Practice Nurse or Physician Assistant. Preferred: Current unrestricted Texas license to practice medicine; Board eligibility in Child & Adolescent Psychiatry. Board Certification in Child & Adolescent Psychiatry; Board Certification in General Psychiatry.

**Physical Requirements**

Visual and auditory skills sufficient to evaluate, treat, and monitor patients; mobility required to bend, reach, lift (up to 50 pounds) while assisting patients, complete Satori Alternative to Managing Aggressive Behavior (SAMA), carrying charts (equipment); and fine motor skills for legible handwriting and driving.

**Hours**

8:00 a.m. to 5:00 p.m., Monday through Friday. Emergency services participation as per current policy.

**Salary**

Negotiable, depending on certification/license.

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1608

### **General Description**

Performs psychiatric evaluations and medication management appointments with consumers as appropriate. Provides support and consultation to other team members and service providers. Documentation of patient communication and clinical treatment accurately and appropriately in the agency's electronic medical record system. No relocation is necessary for this position.

### **Education**

Required: Completion of accredited program in your area of specialty.

### **Licenses/Certifications**

Required: Licensed in the State of Texas as a Physician, Advanced Practice Nurse or Physician Assistant.  
Preferred: Current unrestricted Texas license to practice medicine; Board Certification in General Psychiatry; Certification in psychiatry in your discipline.

### **Physical Requirements**

Visual and auditory skills sufficient to evaluate, treat, and monitor patients; mobility required to bend, reach, lift (up to 50 pounds) while assisting patients, complete Satori Alternative to Managing Aggressive Behavior (SAMA), carrying charts (equipment); and fine motor skills for legible handwriting and driving.

### **Hours**

8:00 a.m. to 5:00 p.m., Monday through Friday. Emergency services participation as per current policy.

### **Salary**

Negotiable, depending on certification/license.

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1609

### **General Description**

Performs psychiatric evaluations and medication management appointments with consumers as appropriate. Provides support and consultation to other team members and service providers. Documentation of patient communication and clinical treatment accurately and appropriately in the agency's electronic medical record system. No relocation is necessary for this position.

### **Education**

Required: Completion of accredited program in your area of specialty.

### **Licenses/Certifications**

Required: Licensed in the State of Texas as a Physician

Preferred: Current unrestricted Texas license to practice medicine; Board Certification in General Psychiatry; Board eligibility in Child & Adolescent Psychiatry. Board Certification in Child & Adolescent Psychiatry

### **Physical Requirements**

Visual and auditory skills sufficient to evaluate, treat, and monitor patients; mobility required to bend, reach, lift (up to 50 pounds) while assisting patients, complete Satori Alternative to Managing Aggressive Behavior (SAMA), carrying charts (equipment); and fine motor skills for legible handwriting and driving.

### **Hours**

8:00 a.m. to 5:00 p.m., Monday through Friday. Emergency services participation as per current policy.

### **Salary**

Negotiable, depending on certification/license.

**Burke Job Posting / Job Description**

**Position Title**

Director of NDI – J.S. – Burke Industries

**Position Number**

P #1627

**General Description**

Burke Industries is a community-based program designed to help people with developmental disabilities lead more independent and productive lives. The Burke Industries Director is responsible for the overall implementation, management, supervision and evaluation of all Day Habilitation and Vocational Service Programs. The Director ensures policies and procedures are being adhered to, through a Person Directed perspective aimed at assisting each consumer to identify and reach their personal goals.

**Education**

Required: Bachelor's Degree in a Human Services field from an accredited college or university.

**Experience**

Required: Three (3) years' continuous experience working with individuals with intellectual or developmental disabilities. This experience must be in direct care or consist of programmatic responsibilities. Must be able to demonstrate adequate computer skills (Word/Excel) to carry out job duties.

Preferred: One (1) years' experience as a Case Manager or in a position of service coordination/case management, implementing a person-directed process of service delivery. Experience with budgeting and/or supervising staff a plus.

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Physical Requirements**

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

**Hours**

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. After hours work necessary depending on consumer's needs. Service Director must be available to consumers, staff and families at all times.

**Salary**

Negotiable, depending on experience and qualifications.

**Burke Job Posting/ Job Description**

**Position Title**

Speech Language Pathologist - P.P. - Burke ECI Program - Jasper/Newton Counties

**Position Number**

P #1295

**General Description**

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

**Education**

Required: Master's degree in Speech/Language Pathology from an accredited college or university with ASHA Certification.

**Experience**

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

**Licenses/Certifications**

Required: Speech/Language Pathology, licensed by the Texas State Board of Examiners for Speech-Language Pathology and Audiology.

Required: Valid Texas Driver's License

**Physical Requirements**

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

**Hours**

Monday through Friday, 8:00 am to 5:00 pm

**Salary**

Negotiable, depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

Certified Occupational Therapist Assistant - P.P. - Burke ECI Program

**Position Number**

P #1606

**General Description**

This position provides direct occupational therapy and consultative services as recommended by the team to developmentally delay and or medically at risk children age birth to three (3) in a community-based setting. This position will be housed in Lufkin, TX and travel is required. Certified Occupational Therapist Assistants are required to be supervised by the Occupational Therapist according to the Texas Licensure requirement for supervision.

**Education**

Required: Graduation from an accredited college or university in allied Science Occupational therapy.

**Experience**

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

**Licenses/Certifications**

Required: Licensed Assistant in Occupational Therapy by the Texas State Board of Examiners for Occupational Therapy.

Required: Valid Texas Driver's License

**Physical Requirements**

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

**Hours**

Monday through Friday, 8:00 am to 5:00 pm

**Salary**

Negotiable, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### Position Title

Vocational/Day Habilitation Specialist III - C.R. - Burke Industries - Kirbyville, TX

### Position Number

P #1461

### General Description

The NDI Hourly Vocational Specialist will be responsible for the daily management of services provided within the Kirbyville Burke Industries Program. The Vocational Specialist is responsible for: ensuring that consumer's daily goals are met and documentation is complete, completing monthly income reports, recording and submitting time for client payroll, reviewing and tracking contract data, assisting the manager with the development and monitoring of contract schedules and performances, workers and consumers welfare and safety, and maintaining a safe working and training environment, and any other duties as assigned by the Supervisor.

### Education

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

### Experience

Required: Computer Skills

Preferred: One (1) year of 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 required courses to include, but not limited to, SAMA, CPR, First Aid, Defensive Driving, Van Driving and training modules. Must have a driving record insurable by Burke's insurance administrator. Must have the ability to 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

Monday through Friday, 8:00am to 5:00pm.

### Salary

Negotiable, depending on experience.

## Burke Job Posting/ Job Description

### **Position Title**

Clinical Coordinator – D.J. - Polk Mental Health Clinic – Livingston, TX

### **Position Number**

P #1368

### **General Description**

The Clinical Coordinator is responsible for providing team leadership and supervision to all clinical personnel. Duties include leading and facilitating the multi-disciplinary treatment team; providing and facilitating emergency and mental health assessments for clients; monitoring the clinical admission and discharge criteria; authorizing, supervising, and maintaining intervention/case management services; and assisting the Service Director in clinical service delivery. Duties also include but are not limited to supervising mental health clinicians, intake worker and interns, conducting training sessions, attending community meetings, interviewing staff for vacant positions, and reviewing/analyzing billing reports and other duties as assigned by the Service Director. The position is under the direct supervision of the Service Director..

### **Education**

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

### **Experience**

Required: At least one (1) year of full-time direct care experience working with consumers in a community mental health/medical setting.

Preferred: At least one (1) year of team leadership experience in a community child & adolescent mental health center/medical setting.

### **Licenses/Certifications**

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

**Individuals seeking licensure will be considered.**

Required: Valid Texas Driver’s license.

### **Special Requests or Comments**

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

### **Physical Requirements**

Sight, hearing, talking, lifting up to 25 pounds, prolonged standing, 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**

Based on experience and qualifications.

## Burke Job Posting/ Job Description

### Position Title

Crisis Therapist – D.V. – Mental Health Emergency Center - Lufkin, Texas

### Position Number

P #1457

### General Description

The Crisis Therapist will provide direct care rehabilitative and therapy services to adults at the Mental Health Emergency Center, including clients in the Detox program, as part of a multidisciplinary treatment team. These programs operate 24 hours a day, 7 days a week. Duties will include, but may not be limited to the following: working with stakeholders making referrals to the program; conducting mental health and admission assessments; providing group and individual therapy/rehabilitative services; developing treatment plans; and ensuring that clients in these programs receive active treatment defined in a treatment plan. Additional duties may also include making assignments for paraprofessional staff. Will perform services according to an individual's approved and prescribed treatment plan and in accordance with Burke and Medicaid standards and requirements. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Performs under the direction of the MHEC Service Director.

### Education

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

### Experience

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

Preferred: Experience providing mental health crisis/emergency services in an inpatient or residential setting

### Licenses/Certifications

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

Required – Valid Texas driver's license.

### Special Requests or Comments

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

### Physical Requirements

Sight, hearing, talking, lifting up to 50 pounds, prolonged standing, walking, driving a vehicle, and hand/finger dexterity.

### Hours

Shifts are 7am to 7pm; 7 shifts to be worked every 14 days for a total of 80 hours worked over each 2-week pay period. Will be required to work every other weekend, and some holiday shifts on a rotating basis.

### Salary

\$50,000 annually.

## Burke Job Posting/ Job Description

### Position Title

Registered Nurse (Day shift) – KB - Mental Health Emergency Center - Lufkin, TX

### Position Number

P #1612

### General Description

Registered Nurses are part of a multidisciplinary treatment team and are responsible for providing nursing care services to acutely mentally ill adult residents at the Mental Health Emergency Center. This program operates 24 hours a day, 7 days a week. Under the clinical direction of a physician and Nursing Clinical Coordinator, duties include giving injections, administering oral medications, completing admission and other nursing assessments, completing medication consents, taking inquiry calls from the community regarding potential admissions, reviewing medical records to determine appropriateness for admission, coordinating psychiatric assessments utilizing telehealth equipment, coordinating emergency healthcare needs with other medical care providers, and maintaining constructive relationships with stakeholders in the community. Other responsibilities include, inventory of medications, patient education, documentation, supervising LVN staff and mental health specialist staff, and other duties as assigned. Call rotation assignment on an as needed basis.

### Education

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

### Experience

Required: At least one (1) year experience as a licensed RN working in a medical or acute mental health setting.

### Licenses/Certifications

Required: Texas license as a Registered Nurse.

Required: Valid Texas Driver's license.

### Special Requests or Comments

Required: Must be physically able to complete Preventive Management of Aggressive Behaviors (PMAB), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator.

### Physical Requirements

Sight, hearing, talking, lifting up to 50 pounds, walking, bending or kneeling and fine motor skills for legible handwriting and typing.

### Hours

7am to 7pm; with a total of 7 shifts every 14 days. May be required to work every other weekend, and holidays on a rotating basis.

### Salary

\$49,800 to \$50,592 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Registered Nurse (Day shift) – KB - Mental Health Emergency Center - Lufkin, TX

### **Position Number**

P #1613

### **General Description**

Registered Nurses are part of a multidisciplinary treatment team and are responsible for providing nursing care services to acutely mentally ill adult residents at the Mental Health Emergency Center. This program operates 24 hours a day, 7 days a week. Under the clinical direction of a physician and Nursing Clinical Coordinator, duties include giving injections, administering oral medications, completing admission and other nursing assessments, completing medication consents, taking inquiry calls from the community regarding potential admissions, reviewing medical records to determine appropriateness for admission, coordinating psychiatric assessments utilizing telehealth equipment, coordinating emergency healthcare needs with other medical care providers, and maintaining constructive relationships with stakeholders in the community. Other responsibilities include, inventory of medications, patient education, documentation, supervising LVN staff and mental health specialist staff, and other duties as assigned. Call rotation assignment on an as needed basis.

### **Education**

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

### **Experience**

Required: At least one (1) year experience as a licensed RN working in a medical or acute mental health setting.

### **Licenses/Certifications**

Required: Texas license as a Registered Nurse.

Required: Valid Texas Driver's license.

### **Special Requests or Comments**

Required: Must be physically able to complete Preventive Management of Aggressive Behaviors (PMAB), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 50 pounds, walking, bending or kneeling and fine motor skills for legible handwriting and typing.

### **Hours**

7am to 7pm; with a total of 7 shifts every 14 days. May be required to work every other weekend, and holidays on a rotating basis.

### **Salary**

\$49,800 to \$50,592 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### Position Title

Registered Nurse (Night shift) – KB - Mental Health Emergency Center - Lufkin, TX

### Position Number

P #1614

### General Description

Registered Nurses are part of a multidisciplinary treatment team and are responsible for providing nursing care services to acutely mentally ill adult residents at the Mental Health Emergency Center. This program operates 24 hours a day, 7 days a week. Under the clinical direction of a physician and Nursing Clinical Coordinator, duties include giving injections, administering oral medications, completing admission and other nursing assessments, completing medication consents, taking inquiry calls from the community regarding potential admissions, reviewing medical records to determine appropriateness for admission, coordinating psychiatric assessments utilizing telehealth equipment, coordinating emergency healthcare needs with other medical care providers, and maintaining constructive relationships with stakeholders in the community. Other responsibilities include, inventory of medications, patient education, documentation, supervising LVN staff and mental health specialist staff, and other duties as assigned. Call rotation assignment on an as needed basis.

### Education

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

### Experience

Required: At least one (1) year experience as a licensed RN working in a medical or acute mental health setting.

### Licenses/Certifications

Required: Texas license as a Registered Nurse.

Required: Valid Texas Driver's license.

### Special Requests or Comments

Required: Must be physically able to complete Preventive Management of Aggressive Behaviors (PMAB), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator.

### Physical Requirements

Sight, hearing, talking, lifting up to 50 pounds, walking, bending or kneeling and fine motor skills for legible handwriting and typing.

### Hours

7pm to 7am; with a total of 7 shifts every 14 days. May be required to work every other weekend, and holidays on a rotating basis.

### Salary

\$49,800 to \$50,592 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### Position Title

Registered Nurse (Night shift) – KB - Mental Health Emergency Center - Lufkin, TX

### Position Number

P #1615

### General Description

Registered Nurses are part of a multidisciplinary treatment team and are responsible for providing nursing care services to acutely mentally ill adult residents at the Mental Health Emergency Center. This program operates 24 hours a day, 7 days a week. Under the clinical direction of a physician and Nursing Clinical Coordinator, duties include giving injections, administering oral medications, completing admission and other nursing assessments, completing medication consents, taking inquiry calls from the community regarding potential admissions, reviewing medical records to determine appropriateness for admission, coordinating psychiatric assessments utilizing telehealth equipment, coordinating emergency healthcare needs with other medical care providers, and maintaining constructive relationships with stakeholders in the community. Other responsibilities include, inventory of medications, patient education, documentation, supervising LVN staff and mental health specialist staff, and other duties as assigned. Call rotation assignment on an as needed basis.

### Education

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

### Experience

Required: At least one (1) year experience as a licensed RN working in a medical or acute mental health setting.

### Licenses/Certifications

Required: Texas license as a Registered Nurse.

Required: Valid Texas Driver's license.

### Special Requests or Comments

Required: Must be physically able to complete Preventive Management of Aggressive Behaviors (PMAB), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator.

### Physical Requirements

Sight, hearing, talking, lifting up to 50 pounds, walking, bending or kneeling and fine motor skills for legible handwriting and typing.

### Hours

7pm to 7am; with a total of 7 shifts every 14 days. May be required to work every other weekend, and holidays on a rotating basis.

### Salary

\$49,800 to \$50,592 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Registered Nurse – M.C. – IDD Specialized Therapy - Lufkin, TX

### **Position Number**

P#68

### **General Description**

The RN is responsible for monitoring, assessing, planning and implementing treatment to ensure adequate health care needs of individuals with intellectual and developmental disabilities living in a variety of residential settings. Duties involve working with medical professionals; providing health-related consultation and training to individuals, staff and family members; monitoring medications; maintaining confidentiality and utilizing proper documentation in the individual's primary record.

### **Education**

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

### **Experience**

Preferred: One (1) year experience working with individuals having Developmental Disabilities in a community setting.

### **Licenses/Certifications**

Required: Registered Nurse, in good standing with the State of Texas.

Required: Valid Texas Driver's license.

### **Special Training**

Required: Must be knowledgeable and demonstrate competency in current nursing practices and principles, which are specific to each age group of individuals. Must have a working knowledge of computers.

### **Special Requests or Comments**

Required: Must be physically able to complete Preventive Management of Aggressive Behaviors (PMAB), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

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

### **Hours**

Generally 8:00a.m. to 5:00 p.m. Monday through Friday. Some after-hours work as consumer and program needs require. On-call rotation will be necessary.

### **Salary**

\$44,000 to \$47,000 annually, depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

Pharmacy Manager – N.B. – East Texas Behavioral Network, Lufkin, TX

**Position Number**

P #1287

**General Description**

The Pharmacy Manager will work with the Director of Pharmacy to coordinate the operations of the pharmacy. This position will be responsible for hiring, supervising, monitoring, and coordinating pharmacy technicians' work duties and support staff responsible for the pharmacy operations and to advise the Director regarding additional staff needed to complete workload. The Pharmacy Manager will work closely with the Billing Supervisor to coordinate shipping and billing with the work inside the pharmacy. This position will also work as a pharmacy technician, as needed, by assisting the Pharmacist in dispensing prescriptions in accordance with State guidelines and additional guidelines established by Pharmacist. Other duties may be assigned, as needed, in order to facilitate the operations of the pharmacy.

**Education**

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

**Experience**

Required: National and State Licenses. Minimum of 3 years pharmacy technician experience in a retail environment.

Preferred: Experience typing with Morris & Dickson's Pioneer programs. Managing experience in a retail environment.

**Licenses/Certifications**

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

Required: Valid Texas Driver's license.

**Physical Requirements**

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

**Hours**

Generally, Monday through Friday, 8:00am-5:00pm.

**Salary**

\$32,240 to \$35,360 annually, depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

Certified Pharmacy Technician – J.H. – East Texas Behavioral Network - Lufkin, TX

**“INTERNAL ONLY”**

**Position Number**

P #1305

**General Description**

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

**Education**

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

**Experience**

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

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

**Licenses/Certifications**

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

Required: Valid Texas driver’s license.

**Physical Requirements**

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

**Hours**

Monday-Friday, 8:00am – 5:00pm

**Salary**

\$29,994 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### Position Title

Waiver Utilization Coordinator – R.H. – IDD Authority Services – Lufkin, TX

**“INTERNAL ONLY”**

### Position Number

P #1569

### General Description

The Waiver Utilization Coordinator is responsible for reviewing services listed on the Individual’s Plan of Care and in their Person Directed Plan to ensure all services are justified, cannot be provided by other sources; do not exceed cost limit and submitting processed documentation to providers within timeframes established by DADS. Duties include but are not limited to: completing data entry; monitoring the utilization of services; performing quality assurance reviews; interfacing with service coordinators, providers and individuals as needed to negotiate units of services needed to meet individual’s needs. The Utilization Coordinator will also be expected to develop an understanding of reimbursement practices and TxHmL and HCS program guidelines. Some travel may be required. Self-discipline, flexibility, and time organization skills are a must.

### Education

Required: Graduation from an accredited high school or its equivalent AND six (6) months of paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program or HCS Program. OR, have been authorized by a local IDD authority to provide service coordination prior to April 1, 1999.

Preferred: Bachelor’s degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, Criminal Justice, or with a major in a social, behavioral or human services field from an accredited college or university.

### Licenses/Certifications

Required: Valid Texas Driver’s License.

### Physical Requirements

Required: Mobility required to bend, reach, lift (up to 25 lbs.) while carrying charts and equipment during a work day. Reliable transportation required. Use visual and motor skills to efficiently and effectively utilize computer equipment and to review and complete documentation.

### Hours

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. However, this position may require after hours duty. Will require flexible hours.

### Salary

\$29,500 - \$31,900 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### Position Title

Service Coordinator – R.H. – Service Coordination -Lufkin, TX

### Position Number

P #1474

### General Description

The Service Coordinator is responsible for on-going direct supports to individuals served in Texas Home Living and, Home Community Based Programs. Duties include but are not limited to, completing assessments, documentation, facilitating program planning and development; monitoring of services; linking and referring individuals to appropriate services; and crisis prevention and management. The Service Coordinator will also be expected to develop an understanding of reimbursement practices and program guidelines. This position will as necessary interact with the individual's family/LAR, team members, and community resources. The Service Coordinator will also be responsible for working with external and internal providers to accomplish Burke's mission "Working Together to Improve Lives." Travel is required to provide monitoring services in the individual's home, school, and/or day service environment. Self-discipline, flexibility, and time-organization skills are a must.

### Education

Required: Graduation from an accredited high school 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 HCS Program. OR, have been authorized by a local IDD authority to provide service coordination prior to April 1, 1999.

Preferred: Bachelor's degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, Criminal Justice, or with a major in a social, behavioral or human services field from an accredited college or university.

### Licenses/Certifications

Required: Valid Texas driver's license.

### Physical Requirements

Must be physically able to complete all required training to include: Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, and all other required training. Must have visual and auditory skills sufficient to evaluate and monitor consumer needs; fine motor skills for legible writing and typing; mobility required to bend, reach, lift (up to 25 lbs) while assisting consumers, and carrying charts and equipment during a work day. Reliable transportation required.

### Hours

Monday-Friday, 8 a.m.- 5 p.m. After hours work may be required to meet consumer and program needs.

### Salary

\$27,700 to \$31,900 annually, depending on experience and qualifications.

## Burke Job Posting/ Job Description

### **Position Title**

Continuity of Care Worker - L.V. - Developmental Disability, Lufkin, TX

### **Position Number**

P #1354

### **General Description**

The Continuity of Care Caseworker will be responsible for discussing community living options with adult residents of the Lufkin State Supported Living Center, their legally authorized representatives, and members of their interdisciplinary team. Should community placement be recommended the worker will be responsible for facilitating community placement. The Continuity of Care Caseworker will also be responsible for completing Permanency Plan Reviews on individuals under the age of 22 residing in residential settings and will assist in making annual contacts to individuals on the HCS Interest List. Some out of region travel may be required.

### **Education**

Required: Bachelor's degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, Criminal Justice, or with a major in a social, behavioral or human services field from an accredited college or university.

Preferred: Bachelor's degree in Social Work from an accredited college or university.

### **Experience**

Preferred: At least one (1) year continuous direct care experience working with people with Intellectual and Developmental Disabilities.

### **Licenses/Certifications**

Required: Texas Driver's License

Preferred: LBSW, LSW

### **Physical Requirements**

Must be physically able to complete all required training to include: Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, and all other required training. Must have visual and auditory skills sufficient to evaluate and monitor consumer needs; fine motor skills for legible writing and typing; mobility required to bend, reach, lift (up to 25 lbs) while assisting consumers, and carrying charts and equipment during a work day. Reliable transportation required.

### **Hours**

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. After hours and weekend work may be required because of consumer need and scheduling issues with consumers and/or families.

### **Salary**

\$27,488 to \$ 31,196 annually, depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

Certified Pharmacy Technician – J.H. – East Texas Behavioral Network, Lufkin, TX

**“INTERNAL ONLY”**

**Position Number**

P #1458

**General Description**

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

**Education**

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

**Experience**

Required: National and State Licenses

Preferred: Experience typing with Morris & Dickson’s Pioneer program.

**Licenses/Certifications**

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

**Physical Requirements**

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

**Hours**

Generally, Monday through Friday, 8:00am-5:00pm.

**Salary**

\$26,000 to \$29,120 annually, depending on qualifications and experience

**Burke Job Posting/ Job Description****Position Title**

Provider Care Coordinator – K.M. – Home & Community – Based Services – Lufkin, TX

**Position Number**

P #1604

**General Description**

The HCS/TxHmL Provider Care Coordinator (PCC) provides on-going direct support for individuals served in the HCS and Texas Home Living Programs. Duties include, but are not limited to: providing coordinating activities, completing assessments, assists in the development of a person-centered plan, and develops an implementation plan. The PCC monitors the delivery of services, including service utilization and progress on training, and provides timely documentation of such. The position will provide crisis intervention as necessary and interact with families, team members, and community resources. Confidentiality of consumer affairs must be strictly enforced. Policies and procedures for Burke must be followed to accomplish the mission “Working Together to Improve Lives”. This position must understand and utilize programmatic reimbursement practices and provide appropriate billing for services.

**Education**

Required: Graduation from an accredited high school or its equivalent AND two (2) years of paid employment experience in a program providing services to consumers with Intellectual and Development Disabilities. Must be familiar with Person Directed Plans and Implementation Plans OR, have been authorized by a local IDD authority to provide service coordination prior to April 1, 1999. Preferred: Bachelor’s degree from an accredited college or university in Social Work, Rehabilitation, Psychology, Counseling, Sociology, Human Development, or Educational Psychology, or with a major in a Social, Behavioral or Human Services field

**Experience**

Required: See above: In addition, must have good computer skills to document in electronic medical record.

**Licenses/Certifications**

Required: Texas Driver’s License.

**Physical Requirements**

Must be physically able to complete all required training to include: Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, and all other required training. 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, completing SAMA course. Reliable transportation is required.

**Hours**

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. After hours and weekend work may be required to meet consumer and program needs. Routine daily travel is required.

**Salary**

\$27,700 to \$30,700 annually, depending on qualifications and experience.

**Burke Job Posting/ Job Description****Position Title**

Home Manager/Day Programmer – C.B. – Diboll Group Home - Diboll, TX

**Position Number**

P #566

**General Description**

The Home Manager/Day Programmer 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 QMRP and direct care staff to obtain Burke'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 disabilities in a direct care role.

Preferred: One (1) continuous years' experience working with individuals with intellectual and developmental disabilities. 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

**Physical Requirements**

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

**Hours**

Monday thru Friday, 12:00 p.m. to 8:00 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 - \$24,720 Annually.

## Burke Job Posting/ Job Description

### Position Title

Mental Health Specialist/Night Shift – K.B. – Crisis Residential Program - Lufkin, Texas

### Position Number

P #1415

### General Description

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

### Education

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

### Experience

Preferred: Experience working with adults with mental illness.

### Licenses/Certifications

Required – Valid Texas driver’s license.

### Physical Requirements

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

### Special Requests or Comments

Required: Must be physically able to complete all required training to include: Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and other training required in the training modules. Must have a driving record insurable by Burke’s insurance administrator. Reliable transportation required.

### Hours

Staff in this position will work 12-hour shifts (7:00pm – 7:00am) with a total of 7 shifts every 14 days. Will be required to work weekend and holiday shifts on a rotating basis.

### Salary

\$23,657 - \$24,831 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### Position Title

Mental Health Specialist/Night Shift – K.B. - Mental Health Emergency Center - Lufkin, Texas

### Position Number

P #1619

### General Description

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

### Education

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

### Experience

Preferred: Experience working with adults with mental illness.

### Licenses/Certifications

Required: Valid Texas Driver's license.

### Special Requests or Comments

Required: Must be physically able to complete all required training to include: Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and other training required in the training modules. Must have a driving record insurable by Burke's insurance administrator. Reliable transportation required.

### Physical Requirements

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

### Hours

Staff in this position will work 12-hour shifts (7:00pm – 7:00am) with a total of 7 shifts every 14 days. Will be required to work at least some weekend and holiday shifts on a rotating basis.

### Salary

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

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant -Diboll Group Home - C.B. - Diboll, TX

**Position Number**

P #565

**General Description**

GENERAL DESCRIPTION: The Residential Assistant (RA) is responsible for providing guidance and care for individuals with developmental disabilities 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 - (1) Graduation from an accredited high school or its equivalent.

**Experience**

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

Preferred: Two (2) continuous years of responsible experience working with individuals with 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 all parts of 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 Burke's insurance administrator.

**Physical Requirements**

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

**Hours**

Monday-Friday (1:00pm-9:00pm). Additional hours required for staff and consumer meetings.

**Salary**

\$18,421 to \$19,287 annually, depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant -Diboll Group Home - C.B. - Diboll, TX

**Position Number**

P #567

**General Description**

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 - (1) 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 all parts of 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 Burke's insurance administrator.

**Physical Requirements**

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

**Hours**

Wednesday- Thursday (9pm-10:30am) and Friday (9:00pm-10:00am). Additional hours required for staff and consumer meetings.

**Salary**

\$18,421 to \$19,287 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant – Rushwood ALU – B.E. – Home and Community Based Services (HCS)  
Lufkin, TX

### **Position Number**

P #205

### **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 experience working with individuals in a direct care role.

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

### **Licenses/Certifications**

Required: Valid Texas Driver's License

### **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 Burke's insurance administrator. Must have the ability to document appropriately and keep detailed records.

### **Physical Requirements**

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

### **Hours**

2:30 p.m.-10:30p.m., Monday-Friday.

### **Salary**

\$18,416 - \$19,899 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.**

## Burke Job Posting/ Job Description

### **Position Title**

Registered Nurse (PRN)-KB-Mental Health Emergency Center-Lufkin, TX

### **Position Number**

P #5623

### **General Description**

Registered Nurses are part of a multidisciplinary treatment team and are responsible for providing nursing care services to acutely mentally ill adult residents at the Mental Health Emergency Center. This program operates 24 hours a day, 7 injections, administering oral medications, completing admission and other nursing assessments, completing medication consents, taking inquiry calls from the community regarding potential admissions, reviewing medical records to determine appropriateness for admission, coordinating psychiatric assessments utilizing tele health equipment, coordinating emergency healthcare needs with other medical care providers, and maintaining constructive relationships with stakeholders in the community. Other responsibilities include inventory of medications, patient education, documentation, supervising LVN staff and mental health specialist staff, 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**

Required: At least 1 year experience as a licensed RN working in a medical or acute mental health setting.

Preferred: At least 6 months experience working in a mental health setting.

### **Licenses/Certifications**

Required: Texas license as a Registered Nurse.

Required: Valid Texas Driver's license.

### **Special Requests or Comments**

Required: Must be physically able to complete Preventive Management of Aggressive Behaviors (PMAB), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 50 pounds, walking, bending or kneeling and fine motor skills for legible handwriting and typing.

### **Hours**

PRN days or nights

### **Salary**

\$29 to \$32 per hour depending on shift worked.

## Burke Job Posting/ Job Description

### **Position Title**

Crisis Therapist-D.V.-Mental Health Emergency Center-Lufkin, TX

### **Position Number**

P #5277

### **General Description**

The primary responsibilities for this position are conducting initial intake assessments on adults who present to the Mental Health Emergency Center for admission, responding to telephone calls regarding possible admissions, and providing clinical services to admitted clients. This position functions as part of a multidisciplinary treatment team. These programs operate 24 hours a day, 7 days a week. In addition to the primary responsibilities listed above, other duties may also include: providing group and individual therapy and developing treatment plans. Will perform services according to an individual's approved and prescribed treatment plan and in accordance with Burke and Medicaid standards and requirements. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Performs under the direction of the Service Director of the Mental Health Emergency Center.

### **Education**

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

### **Experience**

Preferred: Experience providing mental health crisis/emergency services and assessments

### **Licenses/Certifications**

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

Required: Valid Texas Driver's license.

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **Hours**

As needed within the following time periods: Monday-Friday 7:00 a.m. to 11:00 p.m.; Saturday & Sunday 8:00 a.m. to 8:00 p.m.

### **Salary**

\$25 to \$29 an hour, depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

After Hours Assessor - G.C. - Tyler County

**Position Number**

P #2265

**General Description**

The After Hours Assessor works on an as needed basis to conduct mental health emergency assessments on individuals who are experiencing a mental health crisis. The After Hours Assessor's main function is to determine the level of placement needed for the individual in crisis. Assessments typically take place in the Emergency Rooms or local jails. Some may be done via tele-video through computer software. The After Hours Assessor reports to the Emergency Services Director.

**Education**

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

**Experience**

Preferred: Six (6) months continuous full-time direct care experience in an adult mental health setting, inclusive of some mental health crisis evaluation and intervention.

**Licenses/Certifications**

Required: Valid Texas driver's license.

Preferred: LSW, or higher.

**Physical Requirements**

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

**Special Requests or Comments**

Required: Complete annual trainings in Essential Learning. Must complete suicide prevention training and have a reliable mode of transportation.

**Hours**

Monday through Friday, hours will vary between the hours of 5:00 p.m. and 8:00 a.m. (continuous through the weekend and on Holidays).

**Salary**

Paid per assessment. No travel reimbursement.

**Burke Job Posting/ Job Description**

**Position Title**

Certified Pharmacy Technician – Part-Time – J.H. – East Texas Behavioral Network, Lufkin, TX

**Position Number**

P #5251

**General Description**

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

**Education**

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

**Experience**

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

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

**Licenses/Certifications**

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

Required: Valid Texas Driver's license.

**Physical Requirements**

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

**Hours**

Hours will vary as needed.

**Salary**

\$12.50 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

Vocational Specialist – B.M. – Burke Industries – Lufkin, TX

**Position Number**

P #5335

**General Description**

The NDI Hourly Vocational Specialist will be responsible for the overall daily management of clients and janitorial contracts. Responsibilities will include client – employee welfare and safety compliance with contract terms and local customer satisfaction; client/employee training; and oversee related documentation, inventory control, vehicle and equipment upkeep, and other duties as assigned. This position will provide vocational services in Angelina County of Texas. The NDI Manager directly supervises this position. Potential hazardous working conditions do exist.

**Education**

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

**Experience**

Required: Computer Skills

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Monday through Friday, 3:30pm -10:00pm. Hours could vary depending on contracts.

**Salary**

\$8.50 to \$10.00 per hour, depending on experience.

**Burke Job Posting/ Job Description**

**Position Title**

Day Habilitation Specialist - B.M. - Burke Industries -Lufkin, TX

**Position Number**

P #5330

**General Description**

The Day Habilitation Specialist is responsible for the overall daily management of the Day Service program including but not limited to: day habilitation training, daily documentation, completing weekly progress notes, implementing and maintaining a daily group training schedule, individual training, assisting consumers with contracts and other duties as assigned by the supervisor. Additional responsibilities will include client-employee welfare and safety; compliance with contract terms and local customer satisfaction; inventory control, vehicle and equipment upkeep, and maintaining a safe work environment for all staff and consumers. The Burke Industries Manager directly supervises this position.

**Education**

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

**Experience**

Required: One (1) year of experience working with individuals with Intellectual and Developmental Disabilities.

Required: Computer experience.

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Physical Requirements**

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

**Special Requests or Comments**

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

**Hours**

Monday through Friday, 8:30am-2:30pm.

**Salary**

\$8.00-\$9.00 per hour depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

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

**Position Number**

P #2252

**General Description**

The Courier provides transportation and supervision to individuals with a DD diagnoses served by the HCS/TxHmL programs on a daily basis. Work duties may include but are not limited to: supervision of consumers to and from day programs, transporting to appointments, deliver groceries/supplies, take care of daily mail route, work with staff/consumers in alternate living residences, work with Case Managers, provide consumer training as requested, assisting with filing charts, clerical duties, and assisting with maintaining unit vehicles.

**Education**

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

**Experience**

Preferred: One (1) year of responsible experience working with individuals who are developmentally delayed in a direct care role.

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Special Requests or Comments**

Required: Must be physically able to complete required courses to include, but not limited to, SAMA, CPR, First Aid, Defensive Driving, Van Driving and training modules. Must have a driving record insurable by Burke's insurance administrator. Must have the ability to document appropriately and keep detailed records.

**Physical Requirements**

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

**Hours**

Monday through Friday; 7:30 a.m. - 9:30 a.m., and 2:30 p.m. - 4:30 p.m.

Hours/days may vary depending on consumer needs. Appointments and trainings could occur at any time throughout the day.

**Salary**

\$8.00 per hour.

## Burke Job Posting/ Job Description

### **Position Title**

In-Home Day Habilitation Provider – K.M. Lufkin, TX

### **Position Number**

P #5246

### **General Description**

The In-Home Provider is responsible for providing guidance and care for individuals who live in their home. Duties involve providing training in home and transportation for community activities. Daily documentation includes written narratives, Billing Logs, and program and narrative data sheets. The in-home provider must be dependable and able to meet monthly deadlines.

### **Education**

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

### **Experience**

Preferred: Six (6) months of continuous responsible experience working with individuals with mental retardation in a direct care role.

### **Licenses/Certifications**

Required: Valid Texas Driver's License

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

This is a part-time position, working 32 hours a week.

### **Salary**

\$8.00 per hour, plus reimbursement for travel

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant – C.B. – Diboll House - Diboll, TX

**Position Number**

P #5298

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Physical Requirements**

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

**Hours**

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

**Salary**

\$9.00 per hour.

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant -Nacogdoches Group Home - C.B. - Nacogdoches, TX

**Position Number**

P #5293

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

Preferred: Valid Texas commercial driver's license (CDL)

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Hours vary as needed.

**Salary**

\$7.95 per hour to start; increase to \$8.20 per hour after six (6) months satisfactory performance and completion of all mandatory training.

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant – B.E. – Home & Community-Based Services (HCS), Lufkin, TX

### **Position Number**

P #5041

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

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

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant – C.H. – Newton Group Home – Newton, TX

### **Position Number**

P #5295

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

Hours will vary as needed.

### **Salary**

\$8.00 per hour, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant – C.H. – Kirbyville Group Home - Kirbyville, TX

### **Position Number**

P #5294

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

Hours will vary as needed.

### **Salary**

\$8.00 per hour, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### Position Title

Residential Assistant – C.H. – Pineland Group Home – Pineland, TX

### Position Number

P #5296

### General Description

Part-time workers (male & female) needed to staff an ICF-MR Group Home in Pineland Texas. A variety of shift work hours are available. This is an ideal job for college students, particularly those with aspirations of becoming helping professionals. The primary criteria are to have good interpersonal skills and be sensitive and caring towards individuals with disabilities. Reliability and dependability are also very important. The Residential Assistant provides training and assistance to consumers and completes household duties and daily documentation.

### Education

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

### Experience

Experience working with adults with developmental disabilities.

### Licenses/Certifications

Required: Valid Texas driver's license.

### Special Requests or Comments

Required: Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator. Reliable transportation required. Ability to work any shift.

### Physical Requirements

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

### Hours

Hours will vary as needed.

### Salary

\$8.00 per hour, depending on qualifications and experience.

**Burke Job Posting/ Job Description**

**Position Title**

Residential Assistant – C.B. – Cunningham Group Home – Lufkin, TX

**Position Number**

P #5299

**General Description**

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

**Education**

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

**Experience**

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

**Licenses/Certifications**

Required: Valid Texas driver's license.

**Special Requests or Comments**

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

**Physical Requirements**

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

**Hours**

Hours will vary as needed.

**Salary**

\$8.00 per hour.