



2001 South Medford Dr., Lufkin, Texas 75901
Phone (936) 639-1141 Fax (936) 634-8601
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

Billing Department Manager – D.B. – Business Services – Lufkin, TX

Position Number

P #467

General Description

This position will plan, implement, and oversee Burke's fee collection and reimbursement system with emphasis on maximizing revenue. Responsible for the supervision of third-party insurance billing staff, including the filing of claims as well as necessary follow-ups; accurate and timely keying of client information; client billing system changes initiated and implemented as needed and staff training provided to ensure the efficient and effective operation of billing.

Education

Required: Bachelor's degree from an accredited university.

Experience

Required: A minimum of two (2) years' experience, in a leadership and supervision role as well as processing of Accounts Receivable in a fully automated data system environment.

Preferred: Knowledge of state and federal regulations governing the Medicare and Medicaid Programs.

Knowledge of Excel is a plus.

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

Use visual and motor skills to efficiently and effectively utilize computer equipment; sit for long periods of time throughout the day; ability to lift up to 5 pounds to carry or lift supplies. Must be able to attend workshops and provide training in units.

Hours

8:00 a.m. to 5:00 p.m., Monday through Friday. Some after-hours work may be required. No weekends or on-call duties.

Salary

Negotiable based on qualifications.

Burke Job Posting/ Job Description

Position Title

Centralized Intake Therapist – N.T. – Centralized Intake Unit – Lufkin, TX

Position Number

P #1220

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 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 consult with Centralized Intake Service Director, MH clinic Service Directors or mental health clinical coordinators to coordinate scheduling, dispatch, triage and appropriate disposition of assessments and interventions. Will complete prescribed assessment instruments, work according to established guidelines and standards, and will document activities according to required Center, Medicaid and Accreditation standards. Travel to the outline counties may be required. Will report to Centralized Intake Service Director.

Education

Required: Master's degree in Social Work, Psychology, Marriage and Family Therapy or counseling from 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: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), Licensed Psychologist with the State of Texas.

Required: 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 Burke'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

Negotiable, depends on qualifications, licensure, and 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

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

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

UM Coordinator – S.S. – Nacogdoches Mental Health Clinic – Nacogdoches, TX

“INTERNAL ONLY”

Position Number

P #1605

General Description

The Assistant UM Coordinator position is responsible for providing operational and administrative support for programs and projects in the mental health division as assigned. The position will assist in the coordination of Burke’s YES Waiver program. Duties will include development and maintenance of provider network systems necessary for YES Waiver, as well as maintenance of local and state data systems. The position will assist in coordination, tracking, and analysis of Burke’s Waiver 1115 projects, and assist in the reporting of all metrics and quality performance indicators. The position will assist in performing utilization management and review activities, as well as monitoring key performance indicators. This position will work extensively in the local EHR, as well as the state’s electronic systems. The candidate must possess strong computer, communication, and organization skills. Flexibility, self-discipline, as well as a strong understanding of mental health outpatient service delivery is necessary.

The position is under the direct supervision of the UM Service 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

Required: Two (2) years direct care experience working with individuals in a Behavioral Healthcare setting.

Licenses/Certifications

Required: Valid Texas Driver’s License.

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. However, the position may require after-hours work to complete job responsibilities.

Salary

\$40,800 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – M.S. – Family Counseling Associates – Crockett, Texas

Position Number

P #1602

General Description

This position provides mental health skills and support services to children, adolescents, and their families that reside in Angelina, Trinity, Jasper, Sabine, Newton and Houston counties. This worker will perform case management, skills training, and other services according to the consumer's approved and prescribed treatment plan. This position also provides services in accordance with agency and Medicaid standards and requirements. Duties also include conducting emergency assessments as warranted and intake assessments. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must. Traveling within the six-county region is required.

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' direct care experience working with children or adolescents in a behavioral healthcare or educational setting. Knowledge of growth and development. 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 Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke'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. However, this position may require occasional after-hours work to complete job responsibilities.

Salary

\$35,214 - \$35,832 annually, depending on qualifications and experience. Travel reimbursement provided.

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – M.S. – Family Counseling Associates – Jasper/Lufkin, Texas

Position Number

P #1603

General Description

This position provides mental health skills and support services to children, adolescents, and their families that reside in Angelina, Trinity, Jasper, Sabine, Newton and Houston counties. This worker will perform Case Management, Skills Training, and other services according to the consumer's approved and prescribed treatment plan. This position also provides services in accordance with Agency and Medicaid standards and requirements. Duties include conducting emergency assessments as warranted. Proficient and timely documentation, self-discipline, flexibility, and organizational skills are a must. Traveling within the three-county region is required.

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' direct care experience working with children or adolescents in a behavioral healthcare or educational setting. Knowledge of growth and development. 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 Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke'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. However, this position may require occasional after-hours work to complete job responsibilities.

Salary

\$35,214- \$35,832 annually, depending on qualifications and experience. Travel reimbursement provided.

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – D.M. – Polk Mental Health Clinic – Livingston, Texas

Position Number

P #1607

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 recovery 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, San Jacinto, and Tyler Counties. Performs duties under the supervision of the unit Clinical Coordinator. As this position will require some travel to remote areas, reliable transportation is required.

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 Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke'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. However, this position may require occasional after-hours work to complete job responsibilities.

Salary

\$35,214 - \$35,832 annually, depending on qualifications and experience. Travel reimbursement provided.

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – M.L. – Angelina Mental Health Clinic -Jasper, Texas

Position Number

P #1184

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 Burke 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 Angelina, Trinity, Jasper, Sabine, Newton and Houston counties. Performs under the supervision of the unit Clinical Coordinator. This position will require 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.

Physical Requirements

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

Special Requests or Comments

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 Burke's insurance administrator. Must have reliable personal vehicle and travel routinely with the service area.

Hours

Monday-Friday, 8:00 a.m. to 5:00 p.m., May require occasional after-hours work to complete job responsibilities.

Salary

\$33,978- - \$36,450 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Mental Health Clinician – C.B. – Angelina Mental Health Clinic – Lufkin/Jasper, Texas

Position Number

P #1089

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 Burke 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 Angelina, Trinity, Jasper, Sabine, Newton and Houston counties. Performs under the supervision of the unit Clinical Coordinator. This position will require 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.

Physical Requirements

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

Special Requests or Comments

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 Burke's insurance administrator. Must have reliable personal vehicle and travel routinely with the service area.

Hours

Monday-Friday, 8:00 a.m. to 5:00 p.m., May require occasional after-hours work to complete job responsibilities.

Salary

\$32,124-\$33,360 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

Health Insurance Navigator - J.S. - Consumer Benefits - Lufkin, Texas

Position Number

P #1558

General Description

The Local Navigator position will provide local community outreach and education to raise awareness about the marketplace, and will refer consumers to health insurance ombudsmen and consumer assistance programs. Position will assist consumer enrollment in coverage through the marketplace and potentially qualify for an insurance affordability program. Navigators will perform all the required navigator duties and will attend the required 30-hour training, along with other training sessions arranged by the program administrators. This position will be based at the Lufkin or Nacogdoches Offices.

Education

Required: Candidate must have high school diploma or its equivalent.

Preferred: Bachelors or Associate's degree from an accredited college or university.

Experience

Required: Candidate must have one year of experience working within the health system, a medical setting, Social Security Administration, DHS, working with a Community Assistance Program, as a Community Health Worker or serving in a community education/outreach/information capacity.

Preferred: Bilingual.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

Required: Must have valid driver's license and insurance, and must have reliable transportation (business travel reimbursed by miles driven).

Physical Requirements

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

Hours

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday with flexibility to work after regular hours community events.

Salary

\$27,000 - \$30,000 annually.

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 (GED) AND eight (8) years of full-time employment experience with a program providing community-based services for individuals with intellectual and developmental disabilities.

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; OR an Associate’s Degree from an accredited college or university in a Human Services field AND at least two (2) years of paid employment experience working with individuals with intellectual and developmental disabilities in a community residential setting.

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

\$23,880 to \$28,000 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Support Staff III/Medical Support – D.V. – Mental Health Emergency Center - Lufkin, Texas

Position Number

P #1581

General Description

Responsibilities include: breaking down charts; entering information and scanning documents into the electronic medical record; answering a multiline phone and efficiently directing calls to various staff; maintaining, organizing and filing assigned reports and records; providing assistance to other MHEC staff; and other duties as assigned by the Service Director or Nursing Coordinator. Requires knowledge of word processing and database software programs and must have excellent telephone and communication skills. This position is under the direct supervision of the Service Director.

Education

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

Experience

Required: One (1) consecutive year of responsible clerical experience with good receptionist skills. Knowledge of Microsoft WORD and Excel.

Preferred: Experience working in a mental health or medical setting, and office management experience.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

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

Physical Requirements

Must have visual and auditory skills to handle telephone, receptionist and transcription duties; mobility required to bend, reach, lift (up to 50 lbs), while carrying charts and equipment during a work day; ability to sit or stand for prolonged periods of time; fine motor skills for legible handwriting and typing.

Hours

Monday through Friday, 5:00pm to 2:00am, Considerable flexibility in the schedule is possible given that these programs are in operation 24 hours a day, 7 days a week, but the 8-hour shifts must be between the hours of 5pm and 8am, Monday through Friday nights.

Salary

\$23,000 annually.

Burke Job Posting/ Job Description

Position Title

Insurance Clerk II – D.B. – Business Services – Lufkin, TX

Position Number

P #1557

General Description

The Insurance Clerk position will be responsible for insurance billings and entry of all adjustments and payments and appeals. This position requires an inherent knowledge of medical insurance billing related matters and of general accounts receivable. Position requires the ability to perform numerical detail work with speed and accuracy; communicate in a clear, professional and literate manner, and to establish and maintain a good working relationship with patients, staff and third-party payers.

Education

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

Preferred: Courses in business and bookkeeping.

Experience

Required: At least three (3) years' experience in medical insurance billing, accounts receivable, balancing Accounts Receivable to General Ledger, and data entry in an automated system.

Preferred: Five (5) years' experience in medical insurance billing (including Medicare and Medicaid); one (1) or more years' experience in psychiatric insurance billing in automated systems. Experience with "ClaimMD" patient medical software would be a plus.

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

Must use visual and motor skills to efficiently and accurately enter data; utilize computer and calculator; sit for long periods of time throughout the day; mobility required to bend, reach, lift up to 25 pounds, and must have legible handwriting.

Hours

8:00 a.m. to 5:00 p.m., Monday through Friday. Some after-hours work may be required

Salary

\$22,000 to \$25,000 annually, depending on qualifications and experience.

Burke Job Posting/ Job Description

Position Title

Residential Assistant – Shadylake ALU – J.M. – Lufkin, TX

Position Number

P #187

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

Weekend (40) hours: Friday 10:30p.m-10:30a.m.; Saturday 7:30p.m.-10:30a.m.; Sunday 7:30p.m.-8:30a.m.

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

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

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

\$7.25 to \$7.95 per hour, depending on qualifications and experience.