

Job Title	Multiple Open Positions
Employer/ Agency	Burke
Job Description	<p>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.</p> <p>Acceptable proof of employment authorization includes:</p> <ol style="list-style-type: none"> 1. United Sate 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 photograph <p>Only applications submitted with specific numbered position listed will be considered.</p> <p>Physical requirements listed in position will be discussed in detail at time of interview.</p>
Qualifications	Dependent on Position
Salary/Hours	Dependent on Position
Employer/Agency	Burke
Address	2001 South Medford Dr.
City, State, Zip	Lufkin, TX 75901
Telephone Number	(936) 639-1141 – office
Fax Number	(936) 634-8601
Application Method	<p>https://myburke.e3applicants.com/careers/</p> <p>To read more on how to apply: https://myburke.e3applicants.com/</p>
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.



2001 South Medford Dr., Lufkin, TX 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 State 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 photograph

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

Physical requirements listed in positions will be discussed in detail 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 Resources office. Existing Burke employees will be given preferred consideration.

THIS BULLETIN SUPERSEDES ANY PREVIOUS LISTINGS THAT HAVE CIRCULATED.

04/17/2020

Burke Job Posting / Job Description

Position Title

Telemedicine Psychiatric Provider – P.D. – East Texas Behavioral Healthcare Network/ETBHN
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

Required: 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

Monday through Friday; generally, 8:00 a.m. to 5:00 p.m.
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

Required: Physician Assistant or Advanced Practice Nurse require a certification in psychiatry in your discipline

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

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

Monday through Friday; 8:00 a.m. to 5:00 pm

Emergency services participation as per current policy

Salary

Negotiable, depending on certification/license

Burke Job Posting / Job Description

Position Title

Psychological Associate – L.V. – Developmental Disabilities - Lufkin, TX

Position Number

P #291

General Description

The psychological associate will be responsible for completing all standardized testing and validating/endorsing previous test results of external sources to determine an individual's eligibility for Intellectual and Developmental Services. Upon completion of the test, the psychological associate will be responsible for notifying the individual of their findings and for the referral to appropriate services. The psychological associate will also be responsible for assisting in completing screenings, the initial discussion of services; and annual Interest List contacts of persons waiting for Home Community-based services. This position will also be responsible for completing assessments needed for court order placement and testing at court hearings.

Education

Required: Master's degree in Psychology or related field.

Experience

Required: One (1) year of employment experience in the field of intellectual and developmental disabilities and graduate course work or one year of supervised experience in individual intellectual and behavior assessment.

Licenses/Certifications

Required: Licensed as a Psychological Associate (PA) by the State of Texas or eligible for licensing.

Required: Valid Texas driver's license.

Preferred: DADS DMR Certification.

Special Requests or Comments

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

Physical Requirements

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

Hours

Monday - Friday; 8:00 am - 5:00 pm, possibly some after hours.

Salary

Negotiable, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Informatics Administrator – S.S. – Informatics Department – Provider Administration
Lufkin/Nacogdoches, TX

Position Number

P #1215

General Description

The Informatics Administrator (IA) works closely with both the clinical teams providing care, and the Information Technology/Information Systems teams who manage the technical and information infrastructure supporting Burke's work. The IA is expected to have experience working in and applying informatics-derived clinical insights that are capable of supporting the strategic goals of the organization, whether operational, financial, clinical, or combinations thereof. The IA will maintain a lead role in the development, implementation and maintenance of Burke's electronic health record (EHR), to ensure maximum use and efficiency of clinical systems. The IA will work in partnership with clinical, administrative, and IT leadership to translate clinician requirements into information system needs for clinical, teaching, and research systems. The IA will serve as the primary liaison between clinical teams, IT, and the EHR provider in order to resolve system/interface problems. The IA will work in collaboration with Burke's Financial Services department to streamline billing and collections processes. Knowledge of the state behavioral health system is preferred, however is not required.

Education

Required: Bachelor's degree from an accredited college or university.

Preferred: Master's degree from an accredited college or university in a Behavioral Health field.

Preferred: Bachelor's degree in Computer Science.

Preferred: Master of Business Administration.

Preferred: Certification in SQL or other database query language.

Experience

Required: Experience and proficiency in Microsoft Power BI/Tableau or another dashboard software.

Required: Proficient with Microsoft Excel.

Required: Strong analytical skills with the proven ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.

Preferred: Proven abilities to take initiative and be innovative.

Preferred: Experience in implementing an EHR.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

Required: Must have a driving record insurable by Burke's insurance administrator.

Physical Requirements

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

Hours

Monday - Friday; generally, 8:00 a.m. - 5:00 p.m.

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

This position will require some travel outside of Burke's service area, in order to attend state meetings and national vendor conferences, as necessary.

Salary

Negotiable, depending on qualifications and experience.

Travel reimbursement is provided.

Burke Job Posting / Job Description

Position Title

Clinical Coordinator – M.C. – Nacogdoches Mental Health Clinic – Lufkin, TX

“INTERNAL ONLY”

Position Number

P #1129

General Description2

The Clinical Coordinator is responsible for providing team leadership and supervision of all clinical personnel for children services. Duties include leading and facilitating treatment teams; 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; managing billing error reports; and assisting the Service Director in managing the utilization of all clinical resources. Duties may also include the supervision of skills trainers, team lead and interns 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 children with mental illness.
Preferred: At least one (1) year of supervisory or team leadership in which supervising direct care clinicians.

Licenses/Certifications

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

Required: Valid Texas driver’s license

Physical Requirements

Required: 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

Monday - Friday; Generally, 8:00 a.m. - 5:00 p.m. After hours as necessary.

Salary

Dependent on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Therapist – M.O. – Centralized Intake – Lufkin, TX

Position Number

P #259

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

Monday – Friday; generally, 8:00 a.m. - 5:00 p.m.

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

Salary

\$52,500 annually.

Burke Job Posting / Job Description

Position Title

Crisis Therapist – M.S. – Mental Health Emergency Center - Lufkin, TX

Position Number

04/17/2020

General Description

The Crisis Therapist will provide direct care rehabilitative and therapy services to adults at the Mental Health Emergency Center as part of a multidisciplinary treatment team. These programs operate 24 hours a day, 7 days a week and the therapist will work on a rotation with another therapist between the hours of 7 – 7. (flexible hours and shifts) 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 and taking the lead with clinical 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 Crisis Program 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 six (6) months 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

Required: 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 on rotation. Will be required to work some weekends, and some holiday shifts on a rotating basis. (flexible hours)

Salary

\$52,500 annually, with additional pay opportunities.

Burke Job Posting / Job Description

Position Title

Mental Health Clinician – R.R. – Coordinated Specialty Care Program – Lufkin or Nacogdoches, TX

Position Number

P #225

General Description

The Coordinated Specialty Care program is a specific team-based program designed to provide early intervention services for individuals with first episode psychosis between the ages of 15 to 30. The Mental Health Clinician will provide Psychosocial Rehabilitation, skills, and Case Management services to enrolled adults and juveniles ages 15-30 with chronic mental illness in the community/home setting. The Mental health clinician will also provide parenting support to those youths enrolled in services and support to families and loved ones. This position performs services according to the individual's approved and prescribed rehabilitation plan, and according to Burke and Medicaid standards and requirements. The Mental Health Clinician is also required to provide outreach and education in the community. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in all Burke Mental Health service area. This worker will perform emergency assessment duties as needed. Performs under the supervision of the Coordinated Specialty Care Program Service Director. 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

Required: One-year direct care experience working with adults/adolescents in a behavioral healthcare or mental health setting. Familiarity with DSM IV diagnostic criteria.

Licenses/Certifications

Required: Valid Texas driver's license

Preferred: LSW

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. Must have reliable personal vehicle and travel routinely within the service area.

Physical Requirements

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

Hours

Generally, Monday-Friday, 8:00 a.m. to 5:00 p.m., but will require occasional after-hours work to complete program requirements.

Salary

\$39,790 annually, depending on qualifications and experience. Travel reimbursement is provided.

Burke Job Posting / Job Description

Position Title

Intervention Specialist – J.D. - Polk Mental Health Clinic -Livingston, TX

Position Number

P #800

General Description

This position provides mental health skills and support related services to chronically, mentally ill adults that reside in Polk, San Jacinto, and Tyler counties. This worker will perform Case Management, Rehabilitative Skills Training, and other services according to the individual client's approved and prescribed treatment plan, and according to Center and Medicaid standards and requirements. This worker will also perform emergency assessment duties as needed. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Must have a reliable personal vehicle and travel routinely within the service area. Performs under the supervision of the Clinical Coordinator.

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 of 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.

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

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

Hours

Monday – Friday; 8:00 am – 5:00 pm

Salary

\$34,724 - \$35,960 annually, depending on qualifications and experience

Travel reimbursement is provided.

Burke Job Posting / Job Description

Position Title

MCOT Mental Health Clinician – M.S. – Mobile Crisis Outreach Team – Lufkin, TX

Position Number

P #816

General Description

MCOT services provide assistance to individuals identified as having a need for help and support during and after a mental health crisis. The Mobile Crisis Outreach Team (MCOT) Mental Health Clinician works closely with other Burke staff and members of the community to provide an immediate and intensive response to persons in crisis who potentially need inpatient care and/or assistance linking with needed resources following a mental health crisis. The MCOT goal is to provide screening and assessment for persons in need and to provide intensive interventions aimed at de-escalating the crisis and, whenever possible, diverting psychiatric hospitalization. MCOT personnel work a forty (40) hour week with the possibility of extended hours and inclusive of weekend rotation coverage. This position will report to the MCOT Service Director. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. This position will regularly require travel, generally within a limited area of Burke's service region and will require dependable transportation.

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 of direct care experience working with children and/or adults in a behavioral healthcare or mental health setting, inclusive of some mental health crisis evaluation and intervention.

Licenses/Certifications

Required: Valid Texas driver's license.

Preferred: LSW.

Physical Requirements

Required: Sight, hearing, talking, lifting up to 25 pounds, prolonged standing, 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, 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 within the service area.

Hours

Monday – Friday; Generally, 8:00 a.m. - 7:00 p.m., four (4) 10-hour shifts a week, with flexibility a must. Requires a weekend rotation that's generally every seventh weekend to complete a forty (40) hour week.

Salary

\$33,996 - \$35,232 annually, depending on qualifications and experience. Travel reimbursement is provided.

Burke Job Posting / Job Description

Position Title

Mental Health Clinician – C.O. – Nacogdoches Mental Health Clinic – Nacogdoches, TX

Position Number

P #91

04/17/2020

General Description

The Mental Health Clinician will provide direct care rehabilitative services to enrolled individuals with chronic mental illness in the office and community/home settings. Will perform services according to the individual's approved and prescribed rehabilitation plan, and according to Center and Medicaid standards and requirements. Proficient and timely documentation skills required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in Nacogdoches, San Augustine, and Shelby Counties. Performs under the supervision of the unit Clinical Coordinator. This position will require some travel to remote areas.

Education

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

Experience

Preferred: Six (6) 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 a reliable personal vehicle and travel routinely within the service area.

Physical Requirements

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

Hours

Monday – Friday; Generally, 8:00 a.m. - 5:00 p.m.,

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

Salary

\$32,924 - \$34,160 annually, depending on qualifications and experience

Travel reimbursement is provided.

Burke Job Posting / Job Description

Position Title

Mental Health Clinician – K.B. – Care Navigation Program – Nacogdoches Mental Health Clinic
Nacogdoches, TX

Position Number

P #237

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. The MHC 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 are required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in our 12 County Region as assigned. Performs duties under the supervision of the Care Navigation Registered Nurse. 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) months of 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: LBSW

Special Requests or Comments

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

Physical Requirements

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

Hours

Monday – Friday; 8:00 a.m. – 5:00 p.m.

Salary

\$32,924 - \$34,160 annually
Travel reimbursement is provided.

Burke Job Posting / Job Description

Position Title

Mental Health Clinician – D.R. – Angelina Mental Health Clinic – Lufkin, TX

Position Number

P #206

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 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 a reliable personal vehicle and travel routinely within the service area.

Physical Requirements

Required: 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

\$32,924-\$34,160 annually, depending on qualifications and experience. Travel reimbursement is provided.

Burke Job Posting / Job Description

Position Title

Mental Health Clinician – L.R.M. – Nacogdoches Mental Health Clinic - Nacogdoches, TX

Position Number

P #1034

General Description

This position provides mental health skills and support services to children, adolescents, and their families that reside in Nacogdoches, Shelby, and San Augustine 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) month's direct care experience working with children 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

Required: Sight, hearing, talking, lifting up to 50 pounds, prolonged standing, 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, 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. - 5:00 p.m.
May require occasional after-hours work to complete job responsibilities.

Salary

\$32,924 - \$34,160 annually, depending on qualifications and experience; travel reimbursement provided

Burke Job Posting / Job Description

Position Title

Crisis Discharge Specialist – M.S. – Mental Health Emergency Center - Lufkin, TX

Position Number

P #1059

04/17/2020

General Description

The Crisis Discharge Specialist is part of a multi-disciplinary treatment team and will work cooperatively with other members of the treatment team to provide services to designated clients of the Extended Observation and/or Crisis Residential Units. As assigned, the Crisis Discharge Specialist may provide individual and group rehabilitative services to clients in accordance with their treatment plans with the goals of stabilizing the client's level of functioning, teaching skills to improve each client's ability to cope with crisis and prevent relapse, as well as improving each client's linkage to and engagement in appropriate, ongoing outpatient services. Treatment planning and discharge planning will be done as a collaborative effort in consultation with other members of the treatment team. Transporting residents to other Burke facilities or community programs and case management services may be required to facilitate linkage to these services. The Crisis Discharge Specialist will be responsible for providing safety monitoring to designated clients and will also be cross trained to provide standard intake and ongoing services to clients as needed.

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: Two years full-time direct care experience working with adults in a behavioral healthcare or mental health setting.

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

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

Hours

Monday – Friday; Generally, 8:00 a.m. - 5:00 p.m.

This position may require occasional after-hours work to assist in the completion of MHEC responsibilities.

Salary

\$32,924 - \$34,160, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Mental Health Clinician – K.B. – Care Navigation Program – Angelina Mental Health Clinic – Lufkin, TX

Position Number

P #1225

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. The MHC 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 are required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in our 12 County Region as assigned. Performs duties under the supervision of the Care Navigation Registered Nurse. 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) months of 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: LBSW

Special Requests or Comments

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

Physical Requirements

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

Hours

Monday – Friday; 8:00 a.m. – 5:00 p.m.

Salary

\$32,924 - \$34,160 annually

Travel reimbursement is provided.

Burke Job Posting / Job Description

Position Title

Habilitation Coordinator – L.V. – Developmental Disabilities – Houston and Trinity counties

Position Number

P #1091

General Description

The Habilitation Coordinator is responsible for providing assistance for a person with IDD residing in a nursing facility to access appropriate specialized services necessary to achieve a quality of life and level of community participation acceptable to the person and LAR on the person's behalf. The Habilitation Coordinator also provides ongoing habilitation coordination, continuing the discovery process and revising the Habilitation Service Plan with the Service Planning Team as assessments become available and as the person's needs change or are more fully realized. Service provisions will occur to individuals residing in Houston and Trinity counties. Reliable transportation is required.

Education

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

Experience

Required: One (1) year experience working /volunteering with individuals with IDD; or friend/ family member of individual with IDD

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

Required: 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. Must have a driving record insurable by Burke's insurance administrator. Reliable transportation is required.

Special Request/Comments

Preferred: Excellent typing and organizational skills to meet strict deadlines. Working knowledge of Microsoft Word.

Hours

Monday - Friday; 8:00 a.m. – 5:00 p.m.

After hours' work may be required to meet consumer and program needs.

Salary

\$31,300 - \$32,500 annually, depending on experience and qualifications

Burke Job Posting / Job Description

Position Title

Early Intervention Specialist – J.A. – Early Childhood Intervention – Nacogdoches, TX

Position Number

P #126

General Description

The EIS position requires staff to provide case management services and hands on developmental services for children and families in the Early Childhood Intervention (ECI) program in Nacogdoches, Texas and surrounding counties. This position will be housed in Nacogdoches, TX. Services must be provided in the child's natural environment, so the applicant must be comfortable making home visits and driving to homes throughout the day. Home visits include parent education and working directly with the child on their development. Early Interventionist must be able to administer developmental evaluations and screenings and write effective treatment plans. The individual must be able to work in a team environment, and with professionals in the community. Strong communication and documentation skills are required to meet billing requirements and strict timelines.

Education

Required: hold a bachelor's degree which includes a minimum of 18 hours of semester course credit relevant to early childhood intervention, including three hours of semester course credit in early childhood development or early childhood special education.

(A) Forty clock hours of continuing education in early childhood development or early childhood special education completed within five years prior to employment with ECI may substitute for the three-hour semester course credit requirement in early childhood development or early childhood special education.

(B) Coursework or previous training in early childhood development is required to ensure that an EIS understands the development of infants and toddlers because the provision of SST for which an EIS is solely responsible depends on significant knowledge of typical child development. Therefore, the content of the coursework or training must relate to the growth, development, and education of the young child and may include courses or training in:

- (i) child growth and development;
- (ii) child psychology or child and adolescent psychology;
- (iii) children with special needs; or
- (iv) typical language development.

Experience

Preferred: Six (6) months' work experience with children from birth to three years and/or experience with young children with developmental delays and disabilities.

Licenses/Certification

Required: Valid Texas driver's license

Special Requests/Comments

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

Preferred: Good typing skills and a working knowledge of Microsoft Word. Good time management and organizational skills to meet strict deadlines.

Physical Requirements

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

Hours

Monday – Friday; 8:00 a.m. - 5:00 p.m.

Some afterhours work may be required to meet the needs of the families.

Salary

\$30,513 to \$31,720 annually, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Early Intervention Specialist – J.A. – Early Childhood Intervention – Nacogdoches, TX

Position Number

P #127

General Description

The EIS position requires staff to provide case management services and hands on developmental services for children and families in the Early Childhood Intervention (ECI) program in Nacogdoches, Texas and surrounding counties. This position will be housed in Nacogdoches, TX. Services must be provided in the child's natural environment, so the applicant must be comfortable making home visits and driving to homes throughout the day. Home visits include parent education and working directly with the child on their development. Early Interventionist must be able to administer developmental evaluations and screenings and write effective treatment plans. The individual must be able to work in a team environment, and with professionals in the community. Strong communication and documentation skills are required to meet billing requirements and strict timelines.

Education

Required: hold a bachelor's degree which includes a minimum of 18 hours of semester course credit relevant to early childhood intervention, including three hours of semester course credit in early childhood development or early childhood special education.

(A) Forty clock hours of continuing education in early childhood development or early childhood special education completed within five years prior to employment with ECI may substitute for the three-hour semester course credit requirement in early childhood development or early childhood special education.

(B) Coursework or previous training in early childhood development is required to ensure that an EIS understands the development of infants and toddlers because the provision of SST for which an EIS is solely responsible depends on significant knowledge of typical child development. Therefore, the content of the coursework or training must relate to the growth, development, and education of the young child and may include courses or training in:

- (i) child growth and development;
- (ii) child psychology or child and adolescent psychology;
- (iii) children with special needs; or
- (iv) typical language development.

Experience

Preferred: Six (6) months' work experience with children from birth to three years and /or experience with young children with developmental delays and disabilities.

Licenses/Certification

Required: Valid Texas driver's license

Special Requests/Comments

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

Preferred: Good typing skills and a working knowledge of Microsoft Word. Good time management and organizational skills to meet strict deadlines.

Physical Requirements

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

Hours

Monday – Friday; 8:00 a.m. - 5:00 p.m.

Some afterhours work may be required to meet the needs of the families.

Salary

\$30,513 to \$31,720 annually, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Early Intervention Specialist – J.A. – Early Childhood Intervention – Lufkin, TX

Position Number

P #392

General Description

The EIS position requires staff to provide case management services and hands on developmental services for children and families in the Early Childhood Intervention (ECI) program in Lufkin, Texas and surrounding counties. This position will be housed in Lufkin, TX. Services must be provided in the child's natural environment, so the applicant must be comfortable making home visits and driving to homes throughout the day. Home visits include parent education and working directly with the child on their development. Early Interventionist must be able to administer developmental evaluations and screenings and write effective treatment plans. The individual must be able to work in a team environment, and with professionals in the community. Strong communication and documentation skills are required to meet billing requirements and strict timelines.

Education

Required: hold a bachelor's degree which includes a minimum of 18 hours of semester course credit relevant to early childhood intervention, including three hours of semester course credit in early childhood development or early childhood special education.

(A) Forty clock hours of continuing education in early childhood development or early childhood special education completed within five years prior to employment with ECI may substitute for the three-hour semester course credit requirement in early childhood development or early childhood special education.

(B) Coursework or previous training in early childhood development is required to ensure that an EIS understands the development of infants and toddlers because the provision of SST for which an EIS is solely responsible depends on significant knowledge of typical child development. Therefore, the content of the coursework or training must relate to the growth, development, and education of the young child and may include courses or training in:

- (i) child growth and development;
- (ii) child psychology or child and adolescent psychology;
- (iii) children with special needs; or
- (iv) typical language development.

Experience

Preferred: Six (6) months' work experience with children from birth to three years and /or experience with young children with developmental delays and disabilities.

Licenses/Certification

Required: Valid Texas driver's license

Special Requests/Comments

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

Preferred: Good typing skills and a working knowledge of Microsoft Word. Good time management and organizational skills to meet strict deadlines.

Physical Requirements

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

Hours

Monday – Friday; 8:00 a.m. - 5:00 p.m.

Some afterhours work may be required to meet the needs of the families.

Salary

\$30,513 to \$31,720 annually, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Early Intervention Specialist – J.A. – Early Childhood Intervention – Lufkin, TX

Position Number

P #1149

General Description

The EIS position requires staff to provide case management services and hands on developmental services for children and families in the Early Childhood Intervention (ECI) program in Lufkin, Texas and surrounding counties. This position will be housed in Lufkin, TX. Services must be provided in the child's natural environment, so the applicant must be comfortable making home visits and driving to homes throughout the day. Home visits include parent education and working directly with the child on their development. Early Interventionist must be able to administer developmental evaluations and screenings and write effective treatment plans. The individual must be able to work in a team environment, and with professionals in the community. Strong communication and documentation skills are required to meet billing requirements and strict timelines.

Education

Required: hold a bachelor's degree which includes a minimum of 18 hours of semester course credit relevant to early childhood intervention, including three hours of semester course credit in early childhood development or early childhood special education.

(A) Forty clock hours of continuing education in early childhood development or early childhood special education completed within five years prior to employment with ECI may substitute for the three-hour semester course credit requirement in early childhood development or early childhood special education.

(B) Coursework or previous training in early childhood development is required to ensure that an EIS understands the development of infants and toddlers because the provision of SST for which an EIS is solely responsible depends on significant knowledge of typical child development. Therefore, the content of the coursework or training must relate to the growth, development, and education of the young child and may include courses or training in:

- (i) child growth and development;
- (ii) child psychology or child and adolescent psychology;
- (iii) children with special needs; or
- (iv) typical language development.

Experience

Preferred: Six (6) months' work experience with children from birth to three years and/or experience with young children with developmental delays and disabilities.

Licenses/Certification

Required: Valid Texas driver's license

Special Requests/Comments

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

Preferred: Good typing skills and a working knowledge of Microsoft Word. Good time management and organizational skills to meet strict deadlines.

Physical Requirements

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

Hours

Monday – Friday; 8:00 a.m. - 5:00 p.m.

Some afterhours work may be required to meet the needs of the families.

Salary

\$30,513 to \$31,720 annually, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Diversion Coordinator – L.V. – Developmental Disabilities - Lufkin, TX

Position Number

P #1217

General Description

The Diversion Coordinator is responsible for informing adult individuals with developmental disabilities referred for admission to a nursing facility, their families, and LAR's of community options, services, and supports for which the individual may be eligible AND identify, arrange, and coordinate access to these services in order to divert admission to a nursing facility wherever possible and consistent with an individual's informed choice. The Diversion Coordinator will maintain a caseload for those who are in the nursing facility who wish to transition out of the facility AND once transition into the community complete HCS enrollment, revisions to HCS plans for one year. The Diversion Coordinator will also maintain a caseload of individuals not requesting to transition to the community. The Diversion Coordinator will also be responsible tracking and monitoring notifications of assessments needing completed to ensure they are initiated within 72 hours and successfully submitted to DADS within 7 days; monitoring the completion of 10 day Habilitation Service Plans; and quarterly thereafter; initial Habilitation Assessments within 30 days ; ensuring Community Living Options are presented to individuals/LAR biannually; and providing community education on alternatives to Nursing Facility. The Diversion Coordinator will also provide assistance to Service Coordinators in completion of assessments as needed and will establish a positive working relationship with Nursing Facilities within Burke's local service area. Ability to communicate both verbally and in writing in a clear and effective manner is a must. Must be able to organize time/work so that assignments are completed promptly. This position requires travel within Burke 12 counties

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

Experience

Preferred: At least one-year Service Coordination Experience

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

Required: 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 workday. Reliable transportation is required.

Special Requests/Comments

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

Hours

Monday - Friday; 8:00 a.m. – 5:00 p.m.

04/17/2020

After hours' work may be required to meet consumer and program needs.

Salary

\$29,500 - \$30,700 annually, depending on experience and qualifications

Burke Job Posting / Job Description

Position Title

Family Partner/Peer Specialist – D.J. – Angelina Mental Health Clinic - Lufkin, TX

Position Number

P #79

General Description

This single position can serve as either a Paraprofessional (meets all required criteria) or Professional (meets all preferred criteria). This position will work predominantly as a Family Partner who is an experienced, trained primary caregiver (parent of an individual with mental illness or serious emotional disturbance). They will work in the children's clinic as an active member of the Intensive Case Management/Wraparound team to provide peer mentoring and support to the primary caregivers; engaging the family in the treatment process; modeling self-advocacy skills; providing information, referral and non-clinical skills training; maintaining engagement; assisting in the identification of natural/non-traditional and community support systems; and documenting the provision of all family partner services, including both face-to-face and non-face-to-face activities. This position provides Family Partner and/or Peer Support to clients who reside in our six (6) county coverage area, and may require occasional travel to Jasper, Crockett and/or either the Nacogdoches or Livingston clinics. The position is based out of the Angelina Clinic and reports to the Clinical Coordinator.

Education

Required: Graduation from an accredited high school or its equivalent

Preferred: 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: A parent or primary caregiver of a child or adolescent who has successfully received at least 1 year of treatment for a mental health diagnosis and/or in Special Education

Licenses/Certifications

Required: Valid Texas Driver's License

Required: Ability to attend training and test to become a Certified Family Partner and/or Peer Provider.

Physical Requirements

Required: 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. Must be willing to share stories of your lived experience as a recipient of mental health services. Must have a reliable vehicle.

Hours

Monday through Friday, Generally 8am – 5pm

Salary

Meeting basic requirements: \$22,000 annually; Certified, \$24,000 annually

Meeting Preferred: \$32,924 to \$34,160

Burke Job Posting / Job Description

Position Title

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

Position Number

04/17/2020

P #338

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: Graduation from an accredited high school or its equivalent.

Experience

Preferred: Six (6) months 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

Required: 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; 1:00 pm-9:00 pm.

Additional hours are required for staff and consumer meetings.

Salary

\$20,800 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/VISION/LIFE/DISABILITY
BENEFITS, PAID HOLIDAYS, VACATION BENEFITS OR
SICK BENEFITS.**

04/17/2020

Burke Job Posting / Job Description

Position Title

Part-Time Speech Language Pathologist – P.P. – Burke ECI Program – Angelina, Polk & Tyler counties

Position Number

P #5273

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 a community-based setting. Other responsibilities will include; provide screening, assessment services, participation in the development of comprehensive treatment plans and supervision of Speech Language Pathologist Assistant. 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

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

Hours

Monday through Friday, hours will vary as needed.

Salary

Negotiable, depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Part-Time Registered Nurse – M.H. - Mental Health Emergency Center - Lufkin, TX

Position Number

P #462

General Description

The Part-Time 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

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

Experience

Preferred: One (1) year of experience 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 Satori Alternatives to Managing Aggression (SAMA), CPR, and First Aid training modules. Must have a driving record insurable by Burke's insurance administrator.

Physical Requirements

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

Hours

Hours and days will vary based on need.

Salary

\$29.00 - \$31.00 per hour depending on day vs night shift worked

Burke Job Posting / Job Description

Position Title

PRN/Licensed Vocational Nurse – M.H. – Mental Health Emergency Center - Lufkin, TX

Position Number

P #1028

General Description

The LVN will be part of a multidisciplinary treatment team and is responsible for providing nursing care services to acutely mentally ill adult residents at the Extended Observation Unit and the Crisis Residential Unit. These units operate 24 hours a day, 7 days a week. Performs under the direct supervision of the registered nurse on duty. Duties will include, but may not be limited to giving injections, administering oral medications, monitoring the health status of resident clients, completing medication consents, assisting with psychiatric services provided via telehealth equipment, general nursing duties and coordinating health care needs with other medical care providers. Other responsibilities may include inventory of medications, patient education and documentation, collection of lab specimens.

Education

Required: Graduation from an accredited school of nursing and licensed as a Vocational Nurse by the Texas State Board of Licensed Vocational examiners.

Experience

Preferred: One (1) year of experience working in a mental health setting, or other medical setting.

Licenses/Certifications

Required: Texas Licensed Vocational Nurse

Required: Valid Texas driver's license

Physical Requirements

Required: Sight, hearing, talking, lifting up to 50 pounds, walking, bending or kneeling and hand/ finger dexterity.

Special Requests or Comments

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

Hours

Hours will vary based on needs.

Salary

\$18 to \$21 per hour; depending on qualifications and experience.

Burke Job Posting / Job Description

Position Title

Transporter (Part-Time) – K.B. – Care Navigation Program – Angelina Mental Health Clinic – Lufkin, TX

Position Number

P #1210

General Description

The Care Navigation Program Transporter will provide client transportation services, as part of a multidisciplinary team, caring for clients enrolled in services with chronic mental illness. The Transporter will assist in the tracking of client appointments in the clinical offices at Burke, as well as in the community with providers, and other community resources, as outlined in the client's treatment plan of care. The transporter will ensure that the client reaches and completes these specified appointments in a timely and safe manner. The Transporter will engage the client and their caregivers with excellent customer service and customer focus, in a supportive communicative manner, and also demonstrate excellent listening and decision-making skills. Transporter will perform duties under the supervision of the Care Navigation Registered Nurse. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in our 12 County Region as assigned. Reliable transportation is required.

Education

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

Experience

Preferred: Six (6) months experience working with adults in a client general health care or Mental Health Care services capacity.

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. Applicant must have a driving record insurable by Burke's insurance administrator. Must have the ability to document appropriately and keep detailed records.

Physical Requirements

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

Hours

Monday - Friday; 29 hours per week, during the hours of 8am-5pm

Salary

\$11.00 per hour

Travel reimbursement is provided.

Burke Job Posting / Job Description

Position Title

Part – Time Vocational Specialist – B.R. – Burke Industries – Kirbyville, TX

Position Number

P #763

General Description

The 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: supervising the litter crew /s, ensuring consumer's daily goals are met and documentation is complete, monthly income reports are submitted, approving time for client payroll, reviewing and tracking contract data, assisting the manager with the development and monitoring of contract schedules and performances, workers and consumer's 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

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

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

Hours

Monday – Friday; 29 hours per week.

Salary

\$10.00 an hour

Burke Job Posting / Job Description

Position Title

Part – Time Support Staff – M.C. – Nacogdoches Mental Health Clinic - Nacogdoches, TX

Position Number

P #1070

General Description

This position is responsible for but not limited to: completing fee contracts, communication with insurance and financial services for authorization of services, fee collections, greeting clients and visitors, answering a very busy multi-line phone system, assists in coverage of reception area, record keeping, scheduling and maintaining appointments for physicians, therapists and clinical staff, data entry, and filing as well as other duties as assigned. This position must maintain an effective working relationship with consumers and staff. Maintains confidential data as required by our policies and procedures. Must demonstrate good verbal and written communication skills. The position is under the direct supervision of the Administrative Manager.

Education

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

Experience

Required: One (1) year of responsible clerical experience; working knowledge of Windows and Word.

Preferred: At least three (3) years of clerical experience in a medical or mental health related setting working with billing and medical insurance.

Licenses/Certifications

Required: Valid Texas driver's license.

Physical Requirements

Required: Must have visual and auditory skills to type efficiently and utilize computer and calculator. Must sit for long periods of time throughout the workday. Sight, hearing, talking, lifting up to 25 pounds, walking, driving vehicle, and hand/ finger dexterity are needed skills.

Hours

Monday - Friday; working 29 hours a week or less during the hours of 8:00 a.m. – 5:00 p.m.

Salary

\$10.00 an hour

Burke Job Posting / Job Description

Position Title

Part-Time Residential Assistant – B.E. - Cherry ALU – Home and Community Based Service - Lufkin, TX

Position Number

P #617

General Description

The Part-Time 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

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

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

Hours

Hours and days will vary based on need.

Salary

\$9.00 an hour

Burke Job Posting / Job Description

Position Title

Part-Time Residential Assistant – C.B. – Diboll Group Home - Diboll, TX

Position Number

P #657

General Description

The PT Residential Assistant (RA) provides training and care for individuals who live in a residential facility (ICF/IDD 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 is required.

Education

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

Experience

Preferred: Six (6) months experience working with individuals 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

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

Hours

Hours and days will vary.

Salary

\$9.00 an hour

Burke Job Posting / Job Description

Position Title

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

Position Number

P #705

General Description

The Residential Assistant (RA) is responsible for providing guidance and care for individuals with intellectual and developmental disabilities living in a residential setting. Work involves supervising day-to-day living activities; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. 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. Reliable transportation is required.

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

Saturday and Sunday; 10:00 a.m. – 9:00 p.m. (additional hours as needed)

Salary

\$9.00 an hour

Burke Job Posting / Job Description

Position Title

Part – Time Residential Assistant – Nacogdoches Group Home – C.B. – Nacogdoches, TX

Position Number

P #706

General Description

The part-time Residential Assistant (RA) is responsible for providing guidance and care for individuals with intellectual and developmental disabilities living in a residential setting. Work involves supervising day-to-day living activities; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. 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. Reliable transportation is required.

Education

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

Experience

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

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

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

Physical Requirements

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

Hours

Hours will vary based on need.

Salary

\$9.00 an hour

Burke Job Posting / Job Description

Position Title

Part -Time Residential Assistant – Oscar Berry ALU – J.M. – Home and Community Based Services (HCS) - Lufkin, TX

Position Number

P #737

General Description

The part-time 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

Preferred: Must have six (6) months experience working with individuals 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. Driving record must be insurable by Burke's insurance administrator. Must have the ability to document appropriately and keep detailed records.

Physical Requirements

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

Hours

Hours and days will vary as needed.

Salary

\$9.00 an hour

Burke Job Posting / Job Description

Position Title

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

Position Number

P #1022

General Description

The Residential Assistant (RA) is responsible for providing guidance and care for individuals with intellectual and developmental disabilities living in a residential setting. Work involves supervising day-to-day living activities; providing active treatment; perpetuating a harmonious, home-like environment; and working with other professionals. 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. Reliable transportation is 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

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

Hours

Hours and days will vary as needed.

Salary

\$9.00 per hour

Burke Job Posting / Job Description

Position Title

PART-TIME Habilitation Specialist – B.M. – Burke Industries – Lufkin, TX

Position Number

P #495

General Description

The Day Habilitation Specialist will be responsible for the overall daily management of clients and daily activities. 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. The BI Manager directly supervises this position.

Education

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

Experience

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

Required: Sight, hearing, talking, walking, lifting up to 75 pounds, prolonged standing, bending and/or kneeling, driving a vehicle, hand/finger dexterity.

Hours

Monday – Friday; 8:00 a.m. – 2:30 p.m.

Salary

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

Burke Job Posting / Job Description

Position Title

PART-TIME Litter Crew Members – C.P. – Burke Industries – San Augustine Counties, TX

Position Number

P #416

General Description

The Litter Crew Members are part of a work crew removing litter from along designated roadways. Essential duties and responsibilities include the following. (other duties may be assigned)

- Pick up litter along designated roadways
- Bag all picked up litter
- Loading of trash bags into truck and trailer
- Unloading bags from truck or trailer at designated locations
- Moving highway awareness signs during the workday
- Must work with and cooperate with others
- Must obey all safety rules and regulations

The Burke Industries Manager directly supervises this position. Potentially hazardous working conditions do exist.

Physical Requirements

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

Hours

Monday - Friday; 7:30 am – 2:00 pm

Salary

\$8.00 an hour

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/Certification

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 - \$9.00 per hour

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 - \$9.00 per hour