



2001 South Medford Dr., Lufkin, TX 75901  
Phone: (936) 639-1141 Fax: (936) 634-8601  
[www.myburke.org](http://www.myburke.org)

### **NOTICE OF POSITION OPENINGS**

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

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

Acceptable proof of employment authorization includes:

1. United 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.**

09/08/2017

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1499

### **General Description**

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

### **Education**

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

### **Licenses/Certifications**

Required: Licensed in the State of Texas as a Physician, Advanced Practice Nurse or Physician Assistant.

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

### **Physical Requirements**

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

### **Hours**

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

### **Salary**

Negotiable, depending on certification/license

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1608

### **General Description**

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

### **Education**

Required: Completion of accredited program in your area of specialty

### **Licenses/Certifications**

Required: Licensed in the State of Texas as a Physician, Advanced Practice Nurse or Physician Assistant

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**

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

### **Position Number**

P #1295

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

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

Required: Valid Texas Driver's License

### **Physical Requirements**

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

### **Special Requests or Comments**

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

### **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**

Therapist - C.B. - Angelina Mental Health/Family Counseling Association - Lufkin, TX

### **Position Number**

P #1522

### **General Description**

This position provides direct clinical services, predominantly advanced individual and group therapy services to children, adolescents and adults. Duties may include completing diagnostic evaluations and comprehensive treatment plans; providing Head Start assessments, providing and facilitating emergency and mental health assessments; monitoring the clinical admission and discharge criteria; authorizing and maintaining intervention/case management services; and assisting the clinical coordinators in clinical service delivery. Duties also include occasional supervision of the multi-disciplinary treatment team, conducting training sessions, providing contract therapy, and reviewing and analyzing clinical reports and other duties as assigned by the clinical coordinator or service director. Position will be housed in Lufkin, but travel within a twelve (12) county region may be required.

### **Education**

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

### **Experience**

Preferred: At least one (1) year of full-time direct care experience working with adults or families, children, or adolescents in a community mental health/medical setting.

### **Licenses/Certifications**

Required: Licensed Professional Counselor Intern (LPC-I), Licensed Marriage and Family Therapist Associate (LMFTA) or Licensed Master Social Worker currently working towards their LCSW, with the State of Texas. Individuals waiting to apply for licensure based on acquiring supervision will also be considered.

Required: Valid Texas Driver's license.

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

### **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**

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

### **Salary**

\$50,000 annually fully licensed; \$40,000 annually if working towards licensure.

## Burke Job Posting/ Job Description

### **Position Title**

Staff Accountant - D.B. - Financial Services - Lufkin, TX

### **Position Number**

P #549

### **General Description**

This position is responsible for completing complex and advanced accounting functions; for serving as an informational / assistance source for Financial Services staff; for monitoring current practices to insure current internal controls are adequate; and other duties to assist in the efficient and effective operations of Financial Services. Position also works closely with the CFO / CAO, Director of Financial Services and other Financial Services staff, as well as Center management and staff to assure financial reports, in a timely and accurate manner. Position accesses confidential vendor, payroll and consumer data; utilizes job-related equipment, including, but not limited to PC, printer, etc. Will work as a team member for the efficient and effective functioning of Financial Services.

### **Education**

Required: College degree from an accredited college with major courses in accounting and business management

### **Experience**

Required: Must have proficient knowledge in the following areas: computer skills, specifically Microsoft Excel; generally accepted accounting and sound business management principles and procedures; fund accounting; payroll reporting; skills in problem-solving and public and human relations; ability to address groups on business management and financial subjects and to work effectively with a variety of individuals; ability to direct and coordinate the work of Financial Services staff engaged in a variety of tasks.

Preferred: A minimum of two (2) years' experience in the MH / IDD system and / or experience in Governmental accounting.

### **Licenses/Certifications**

Required: Valid Texas Drivers' License

Preferred: Certified Public Accountant or Certified Management Accountant

### **Physical Requirements**

Required: Use visual and motor skills to efficiently and effectively utilize computer, to complete required reports/ documents and to complete analyses of financial data; ability to speak to communicate with public and staff; and ability to lift up to 10 pounds to carry / lift records and supplies.

### **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**

\$45,000 - \$50,000 annually; depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1656

### **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 direct care Supported Employment, Supported Education, and Case Management services to enrolled adults with chronic mental illness in the community/home setting. This position performs services according to the individual's approved and prescribed rehabilitation plan, and according to Burke 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 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: Two (2) years 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**

\$39,000 annually, depending on qualifications and experience. Travel reimbursement provided.



## Burke Job Posting/ Job Description

### Position Title

Mental Health Clinician – C.B. – Family Counseling Associates – Crockett, TX

### 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.

Preferred: 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

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

### Hours

Monday through Friday; generally, 8:00 am to 5:00 pm However, this position may require occasional after-hours work to complete job responsibilities.

### Salary

\$33,978-\$36,450 annually, depending on qualifications and experience. Travel reimbursement is provided.

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – C.B. – Family Counseling Associates – Lufkin, Texas

### **Position Number**

P #91

### **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**

\$32,124-\$33,360 annually, depending on qualifications and experience. Travel reimbursement provided.

## Burke Job Posting/ Job Description

### Position Title

Mental Health Clinician – C.B. – Angelina Mental Health Clinic - Lufkin, TX

### Position Number

P #722

### General Description

The Mental Health Clinician will provide direct care rehabilitative services to enrolled adults with chronic mental illness in the community/home setting. 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 Jasper 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 – 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

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

### Salary

\$32,124 to \$33,360 annually, depending on qualifications and experience. Travel reimbursement provided.

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #983

### **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 Nacogdoches, San Augustine, and Shelby Counties. The MHC performs under the supervision of the unit Clinical Coordinator. This position will require some travel to remote areas.

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required – Valid Texas driver's license

Preferred – LBSW

### **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 to \$33,360 annually, depending on qualifications and experience

09/08/2017

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #994

### **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.

09/08/2017

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – C.B. – Angelina Mental Health Clinic - Lufkin, TX

### **Position Number**

P #1092

### **General Description**

The Mental Health Clinician will provide direct care rehabilitative services to enrolled adults with chronic mental illness in the community/home setting. 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, Houston, Jasper, Newton, and Sabine 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

### **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**

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

### **Salary**

\$32,124 to \$33,360 annually, depending on qualifications and experience. Travel reimbursement provided.

## Burke Job Posting/ Job Description

### **Position Title**

Mental Health Clinician – C.B. – Family Counseling Associates – 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 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**

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**

\$32,124-\$33,360 annually, depending on qualifications and experience

Travel reimbursement provided.

## Burke Job Posting/ Job Description

### Position Title

Substance Abuse Counselor - M.C. - Angelina Mental Health Clinic - Lufkin, TX

**"PENDING BOARD APPROVAL"**

### Position Number

P #1684

### General Description

Counselor will provide direct care to adolescents and adults in an outpatient setting in our Lufkin and/or Nacogdoches area. Services include group, individual and family counseling; assessment and treatment planning; chemical dependency education; and relapse prevention. Counselor will establish and maintain good working relationships with local schools, probation, judges and other community resources. Counselor must be a recovery role model for clients in treatment.

### Education

Required: All educational criteria met for meeting chemical dependency licensure internship status or Bachelor's and/or Master's degree in counseling or human service related field.

### Experience

Required: Six (6) months experience working with substance abusers

Preferred: One (1) year of direct care working with individuals with a substance abuse disorder

### Licenses/Certifications

Required: Level I Licensed Chemical Dependency Counselor Intern (LCDC CI)

Required: Valid Texas Driver's license

Preferred: Licensed Chemical Dependency Counselor (LCDC)

### Physical Requirements

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

### Special Requests or Comments

Required: Two (2) years of current and continuous sobriety if applicable. Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and Defensive Driving training modules. Employee must have a driving record insurable by Burke's insurance administrator.

### Hours

Monday-Friday; 8am-5pm

### Salary

\$30,000-\$36,000 annually



## Burke Job Posting/ Job Description

### Position Title

Substance Abuse Counselor - M.C. - Angelina Mental Health Clinic - Lufkin, TX

**"PENDING BOARD APPROVAL"**

### Position Number

P #1685

### General Description

Counselor will provide direct care to adolescents and adults in an outpatient setting in our Lufkin and/or Nacogdoches area. Services include group, individual and family counseling; assessment and treatment planning; chemical dependency education; relapse prevention; Counselor will establish and maintain good working relationships with local schools, probation, judges and other community resources. Counselor must be a recovery role model for clients in treatment.

### Education

Required: All educational criteria met for meeting chemical dependency licensure internship status or Bachelor's and/or Master's degree in counseling or human service related field.

### Experience

Required: Six (6) months experience working with substance abusers

Preferred: One (1) year of direct care working with individuals with a substance abuse disorder

### Licenses/Certifications

Required: Level I Licensed Chemical Dependency Counselor Intern (LCDC CI)

Required: Valid Texas Driver's license

Preferred: Licensed Chemical Dependency Counselor (LCDC)

### Physical Requirements

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

### Special Requests or Comments

Required: Two (2) years of current and continuous sobriety if applicable. Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and Defensive Driving training modules. Employee must have a driving record insurable by Burke's insurance administrator.

### Hours

Monday-Friday; 8am-5pm

### Salary

\$30,000-\$36,000 annually

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1474

### **General Description**

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

### **Education**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Physical Requirements**

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

### **Hours**

Monday-Friday, 8 am - 5 pm; after hours work may be required to meet consumer and program needs.

### **Salary**

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

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1593

### **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 diver admission to a nursing facility wherever possible and consistent with an individual's informed choice. 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 14 day Person Directed Plans and quarterly thereafter; 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.

### **Education**

Required: Graduation from an accredited high school or its equivalent AND two (2) years of paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program or HCS Program. Preferred: Bachelor's degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, Criminal Justice, or with a major in a Social, Behavioral or Human Services field from an accredited college or university

### **Experience**

Preferred: At least one year Service Coordination Experience

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Physical Requirements**

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

### **Hours**

Monday-Friday; 8 a.m. - 5 p.m

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

### **Salary**

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

09/08/2017

## Burke Job Posting/ Job Description

### **Position Title**

Health Insurance Navigator - J.S. - Central Administration - Lufkin, TX

### **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 housed in Lufkin.

### **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**

Required: 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 at community events

### **Salary**

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

## Burke Job Posting/ Job Description

### Position Title

Consumer Benefits Consultant – P.W. – Consumer Benefits - Nacogdoches, TX

**“PENDING BOARD APPROVAL”**

### Position Number

P #1688

### General Description

The CBC will process Disability Claims for Burke Clients in the following programs: MH, IDD, FCA, TCCOOMI, and ECI Clients; including development of case histories for claims. The CBC follows up with appeals and represents clients at Administrative Law Judge Hearings. This position also completes DHS applications for Medicaid, Children’s Health Insurance Program “CHIP”, TANF, Food Stamps, and Medicare D.

### Education

Required: Graduation from an accredited high school or its equivalent

### Experience

Required: Two (2) years’ experience working with the Mental Health system or Social Security Administration, DHS, Medical Clinic, or working with a Community Assistance Program

Required: Must have a good working knowledge of Microsoft Word and excellent typing/computer skills

### Licenses/Certifications

Required: Valid Texas driver’s license

### Special Request or Comments

Required: Applicant must be a self-motivator and can work with little or no direct supervision, have excellent organizational skills to meet strict deadlines, demonstrate good verbal and written communications skills, and have a driving record insurable by Burke’s insurance administrator. There will be overnight travel for quarterly training for this position.

### Physical Requirements

Required: Must be physically able to complete SAMA and CPR/ First Aid training. Must have visual and auditory skills sufficient to evaluate and monitor consumer needs, mobility is required to bend, reach, and lift up to 25 pounds while carrying charts and equipment during a work day.

### Hours

Monday – Friday; 8:00 am – 5:00 pm

### Salary

\$25,000 annually

## Burke Job Posting/ Job Description

### Position Title

Family Partner - D.J. - Polk Family Counseling Associates - Livingston, TX

### Position Number

P #1654

### General Description

This position is active as a member of the Intensive Case Management/Wraparound team process providing 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 requires travel to the Angelina County FCA clinic on a weekly basis, as the position is shared between the two clinics.

### Education

Required: Graduation from an accredited high school or its equivalent

### 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

### 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

If non-certified, \$22,000 annually; Certified, \$24,000 annually

## Burke Job Posting/ Job Description

### Position Title

Family Partner – M.C. – Nacogdoches Family Counseling Associates - Nacogdoches, Texas

### Position Number

P #2273

### General Description

This position is active as a member of the Intensive Case Management/Wraparound team process providing 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.

### Education

Required: Graduation from an accredited high school or its equivalent

### 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, Ability to attend training and test to become a Certified Family Partner

### 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

If non-certified: \$22,000 annually; certified: \$24,000 annually

## Burke Job Posting/ Job Description

### **Position Title**

Support Staff – D.B. – Financial Services – Lufkin, TX

### **Position Number**

P #1689

### **General Description**

The Support Staff position is responsible for providing administrative assistance and support to the Financial Services Departments of Burke. Duties include: data report generation, reviewing and acting on information provided in periodic reports, researching and resolving insurance claims payment status , processing routine invoices and returned provide telephone back-up, and do general filing and copy work as needed. Applicant must have strong computer and interpersonal/communication skills.

### **Education**

Required: Graduation from an accredited high school or its equivalent

Preferred: College courses in areas relating to the above job duties

### **Experience**

Required: Six (6) months of responsible secretarial or administrative support experience. Working knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software. (MSWord, Excel, Access, PowerPoint).

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Physical Requirements**

Required: Ability to use visual and motor skills in order to effectively operate a computer, typewriter, and other office equipment

### **Hours**

Monday-Friday; 8:00 a.m. – 5:00 p.m.

### **Salary**

\$22,000 - \$23,000 annually



## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #175

### **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**

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

Preferred: Two (2) continuous years of responsible experience working with individuals with developmental disabilities in a direct service role

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Special Requests or Comments**

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

### **Physical Requirements**

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; 1:00pm-9:00pm. Additional hours are required for staff and consumer meetings.

### **Salary**

\$18,800 to \$20,800 annually, depending on qualifications and experience

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant - J.M. - Shadylake ALU - Home & Community Based Services (HCS)  
Lufkin, TX

### **Position Number**

P #188

### **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 all 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, walking, driving a vehicle, and hand/finger dexterity

### **Hours**

Monday-Friday; 2:30pm-10:30pm

### **Salary**

\$18,800 - \$20,800 annually

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #206

### **General Description**

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

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

Required: Must have six (6) months direct care experience for individuals.

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. 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**

Friday; 10:30pm - 10:30am, Saturday; 7:30pm - 10:30am, Sunday; 7:30pm - 8:30am

### **Salary**

\$18,800-\$20,800 annually

## Burke Job Posting/ Job Description

### Position Title

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

### Position Number

P #565

### General Description

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

### Education

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

### Experience

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

Preferred: Two (2) continuous years of responsible experience working with individuals with developmental disabilities in a direct service role.

### Licenses/Certifications

Required: Valid Texas driver's license.

### Special Requests or Comments

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

### Physical Requirements

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

### Hours

Monday-Friday; 1:30pm-9:30pm. Additional hours required for staff and consumer meetings.

### Salary

\$18,800 to \$20,800 annually, depending on qualifications and experience.

## Burke Job Posting/ Job Description

### **Position Title**

Residential Assistant - Cherry ALU - B.E. - Lufkin, TX

### **Position Number**

P #632

### **General Description**

The Residential Assistant provides training and care for individuals with intellectual and developmental disabilities that 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**

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

### **Hours**

*Weekend (40) hours:*

Friday: 10:30pm - 10:30am

Saturday: 7:30pm - 10:30am

Sunday: 7:30pm - 8:30am

### **Salary**

\$18,800-\$20,800 annually

## Burke Job Posting/ Job Description

### Position Title

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

**"FEMALE APPLICANTS ONLY"**

### Position Number

P #1243

### 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, prolonged standing, walking, climbing stairs, bending or kneeling, driving a vehicle, and hand/finger dexterity.

### Hours

WEEKDAYS: Monday-Friday; 2:30pm-10:30pm

### Salary

\$18,800-\$20,800 annually

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #1468

### **General Description**

The Residential Assistant provides training and care for individuals with intellectual and developmental disabilities that 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. 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, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity

### **Hours**

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

### **Salary**

\$18,800-\$20,800 annually

## Burke Job Posting/ Job Description

### Position Title

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

**“FEMALE APPLICANTS ONLY”**

### Position Number

P #1645

### 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

Weekends 40 hours: (Friday-10:30pm-10:30am; Saturday-7:30pm-10:30am; & Sunday-7:30pm-8:30am)

### Salary

\$18,800-\$20,800 annually

09/08/2017



**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.**

09/08/2017

## Burke Job Posting/ Job Description

### **Position Title**

PRN Pharmacist – N.B. – East Texas Behavioral Network - Lufkin, TX

### **Position Number**

P #5252

### **General Description**

This position will be responsible for complying with state and federal drug laws as regulated by the state board of pharmacy, the drug enforcement administration, and the food and drug administration by maintaining records for controlled substances; supervising the work results of support personnel; maintaining current registration; studying existing and new legislation; anticipating legislation; advising management on needed actions. The position prepares medications by reviewing and interpreting physician orders; detecting therapeutic incompatibilities. This position will complete pharmacy operational requirements by organizing and directing technicians' work flow; verifying their preparation and labeling of pharmaceuticals; verifying order entries, and inspections in a fast paced environment.

The ETBHN Pharmacy is a closed door mail-order pharmacy that serves MHMR Centers and other non-profit entities. ETBHN is a non-profit entity and the successful candidate will report to the ETBHN Executive Director.

### **Education**

Required: Licensed as a Registered Pharmacist

### **Experience**

Required: Graduation from an accredited pharmacy school with a minimum of six (6) months experience in a pharmacy

### **Licenses/Certifications**

Required: Licensed as a Registered Pharmacist

Required: Valid Texas Drivers' License

### **Special Knowledge/skills**

Required: Ability to interpret policy, procedures, and data. Strong organizational, communication, and interpersonal skills are needed

### **Physical Requirements**

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

### **Hours**

Hours will vary as needed

### **Salary**

Negotiable, depending on qualifications and experience

## 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**

Certified Pharmacy Technician – Part-Time – T.L. – 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**

Required: 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**

Part-Time Support Staff – A.H. – Mobile Crisis Outreach Team (MCOT) – Lufkin, TX

### **Position Number**

P #5653

### **General Description**

This position interacts on a daily basis with the general public, visitors to the office, and Burke staff. This position requires support staff to maintain an effective working relationship with consumers and staff. Responsibilities include answering multi-line phone and directing calls to various staff and/or answering requests for Burke services; while demonstrating good telephone etiquette, and other verbal and written communication skills. This position requires support staff to maintain confidential data, as required by agency policies and procedures. Other responsibilities include data entry; maintaining, processing, and scanning records; managing supplies, equipment, and vehicles; assisting supervisor in data gathering, completion of reports; as well as performing other miscellaneous duties. The 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 general office experience, receptionist skills, and computer skills.

Preferred: Two (2) or more consecutive years of receptionist/ office experience, proficiency in Word and Excel, some college hours in the Human Service field, six (6) months' clerical experience in a medical and/or mental health setting, and experience with medication management and medical terminology. Bilingual skill set preferred.

### **Physical Requirements**

Must have visual and auditory skills sufficient to interact with consumers and staff, to type efficiently and utilize computer. Must have mobility to sit or stand for prolonged periods of time and to bend, reach, lift (up to 25 pounds) for carrying charts, supplies, and equipment. Fine motor skills required for legible writing.

### **License/Certifications**

Required: Valid Texas Driver's license

### **Hours**

Monday through Friday; 20-30 hours per week

### **Salary**

\$10.00-\$12.00 per hour

## Burke Job Posting/ Job Description

### **Position Title**

Vocational Specialist – J.G. – Burke Industries – Nacogdoches, TX

### **Position Number**

P #5351

### **General Description**

The 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 Nacogdoches County. The Burke Industries Manager directly supervises this position. Potential hazardous working conditions do exist.

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

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

Preferred: Computer experience

### **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, 4pm -11pm. Hours could vary depending on contracts.

### **Salary**

\$10.00 per hour

## 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**

Hours and days will vary depending on consumer and program needs.

### **Salary**

\$9.00 per hour

## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5298

### **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.

### **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 with individuals with intellectual and disabilities in a direct service 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**

Monday-Friday; 6am-8am & 4pm-9pm

### **Salary**

\$8.00-\$9.00 per hour



## Burke Job Posting/ Job Description

### **Position Title**

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

### **Position Number**

P #5293

### **General Description**

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

### **Education**

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

### **Experience**

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

### **Licenses/Certifications**

Required: Valid Texas driver's license.

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

### **Special Requests or Comments**

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

### **Physical Requirements**

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

### **Hours**

Hours will vary as needed.

### **Salary**

\$8.00 - \$9.00 per 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

## 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 - \$9.00 per hour

## Burke Job Posting/ Job Description

### Position Title

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

### Position Number

P #5299

### General Description

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

### Education

Required: Graduation from an accredited high school or its equivalent

### Experience

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

### Licenses/Certifications

Required: Valid Texas driver's license

### Special Requests or Comments

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

### Physical Requirements

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

### Hours

Hours will vary as needed.

### Salary

\$8.00 - \$9.00 per hour

## Burke Job Posting/ Job Description

### **Position Title**

HCS/TXHML Courier (Part-Time) - K.M. - Home & Community Services/Texas Home Living Program - Orange, Polk, Jasper/Newton, & San Jacinto Counties

### **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.

### **Hour**

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