

BORDER REGION BEHAVIORAL HEALTH CENTER

December 11, 2018

JOB VACANCIES

1500 PAPPAS ST.P.O.BOX 1835 LAREDO, TEXAS 78041
TEL: (956) 794-3000\FAX: (956) 794-3120

APPLICATIONS ARE TAKEN AT THE HUMAN RESOURCE OFFICE
MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF
8:30AM - 12:00PM & 1:00PM - 4:30PM

Border Region BHC has a commitment to the principle of diversity. We welcome applications from all individuals. Women, minorities and individuals with disabilities are encouraged to apply. Employment opportunities shall be available to a qualified individual with a disability who requires a reasonable accommodation. Requests for reasonable accommodation should be communicated by the applicant-employee. **All applicants upon remitting the application must provide proof of a driver's license, social security card, Selective Service Card and educational achievements-transcripts. An application for Employment must be completed to be considered for a posted position. RESUMES ARE NOT ACCEPTED IN LIEU OF APPLICATIONS.** All applicants meeting minimum requirements will receive consideration; however, not all applications may receive interviews. Border Region is a drug free work place. Before employment, all successful applicants will be required to take and pass a drug test, which detects the presence of several types of drugs. Convictions related to any sexual offenses, drug related offenses, murder, theft, assault, battery or any other crime involving personal injury or threat to another person may make you ineligible for employment in positions in direct contact with individuals served by the Border Region. Falsification of the application for employment is grounds for dismissal, if employed. Conviction clearance must be received prior to direct contact employees reporting to the workstation. All new employees must satisfactorily complete New Employee Orientation training prior to reporting to the workstation. Border Region Behavioral Health Center is an Equal Employment Opportunity-Affirmative Action Employer.

**THIS FIVE PERMANENT POSITIONS LISTED BELOW
ARE NOT ALWAYS AVAILABLE**

REGISTERED NURSE

SALARY: \$65,092.00-\$74,796.00/DOE

**For any position that may be available
(CAPS, OPC, IDD, ACT-ABHU/ WEBB, ZAPATA, STARR & JIM HOGG CO.)**

MINIMUM QUALIFICATIONS

Have a Licensed through the Texas State of Nurse Examiners (TSBNE) as a Registered Nurse (RN).

LVN SALARY: \$42,216.00-\$55,764.00- DOE

**For any position that may be available
(CAPS, OPC, IDD, ACT-ABHU/ WEBB, ZAPATA, STARR & JIM HOGG CO.)**

MINIMUM QUALIFICATIONS

Licensed to practice as a licensed vocational nurse in the State of Texas.

PATIENT CARE TECHNICIAN-TT I SALARY: \$10.45\HR.

**For any position that may be available
(H.C.S./AHP or any other department/ WEBB, ZAPATA, STARR & JIM HOGG CO.)**

MINIMUM QUALIFICATIONS

Have a High school or GED. Applicants will be required to pass the Adult Basic Learning Examination (ABLE) test. Applicants who have successfully completed 12 hours of college will be exempt from taking this exam. Transcript required for proof of these hours.

SOCIAL SERVICES WORKER SALARY: \$2, 838.00/MO.

**For any position that may be available
(CAPS, ABHU, IDD, Service Access, ACT/ WEBB, STARR & JIM HOGG, ZAPATA CO.)**

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited university with a major in social work, psychology, sociology, Counseling, Educational Psychology, Rehabilitation, Special Education, Early Childhood Education/Intervention, Gerontology, Nursing, Medicine, Human Growth & Development, and Physician Assistant.

PROGRAM SPECIALIST (LPHA-LPC)

SALARY: \$55,764.00 -\$65,820.00 DOE

**For any position that may be available
(CAPS, ABHU, IDD, Service Access, ACT/ WEBB, STARR & JIM HOGG, ZAPATA CO.)**

MINIMUM QUALIFICATIONS

Have a Master's Degree from an accredited university with a major in Behavioral Science, plus one year of work experience. **Must be a licensed Practitioner of the Healing Arts (Licensed Professional Counselor, LMSW-ACP, LCSW, LMFT); member of the NHSC.**

OPEN POSITIONS

YES WAIVER

SOCIAL SERVICE WORKER (STARR CO.)

Salary: \$2,838.00- \$3,016.00/MO.

Worksite: Rio Grande City, Texas

Opened: 12/6/18

Closing Date: UNTIL FILLED

Posting # --

Position# 268

DUTIES AND RESPONSIBILITIES

Performs tasks including linkage, referral, crisis management, and follow-up. A facilitator provides services that are goal-oriented activities that assist clients by locating, coordinating and monitoring necessary care and services insuring that they are appropriate and accessible. The facilitator coordinates building family teams for each client. Work with clients occurs in a variety of settings. Examples of work performed: Assist in accessing medical, social, educational and other appropriate services. Assess client's needs and authorizes services to meet the identified needs. Coordinates services delivery. Coordinates Child and Family Team Meetings. Develop goal and objectives. Coordinates the development of the Individualized Plan of Care (IPC) , and periodic review of the IPC.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited university with a major in social work, psychology, sociology, Counseling, Educational Psychology, Rehabilitation, Special Education, Early Childhood Education/Intervention, Gerontology, Nursing, Medicine, Human Growth & Development, and Physician Assistant.

PREFERRED QUALIFICATIONS

Knowledge of mental illness and mental retardation . Working knowledge of internal and external services. Knowledge of basic casework principles and general community resources. Knowledge in interviewing techniques. Ability to collect and analyze data. Skills in maintain an effective working relationship with co-workers, community members, and school staff and administrators.

SOCIAL SERVICE WORKER (ZAPATA CO.)

Salary: \$2,838.00- \$3,016.00/MO.

Worksite: Zapata, Texas

Opened: 12/6/18

Closing Date: UNTIL FILLED

Posting # --

Position# 186

DUTIES AND RESPONSIBILITIES

Performs tasks including linkage, referral, crisis management, and follow-up. A facilitator provides services that are goal-oriented activities that assist clients by locating, coordinating and monitoring necessary care and services insuring that they are appropriate and accessible. The facilitator coordinates building family teams for each client. Work with clients occurs in a variety of settings. Examples of work performed: Assist in accessing medical, social, educational and other appropriate services. Assess client's needs and authorizes services to meet the identified needs. Coordinates services delivery. Coordinates Child and Family Team Meetings. Develop goal and objectives. Coordinates the development of the Individualized Plan of Care (IPC) , and periodic review of the IPC.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited university with a major in social work, psychology, sociology, Counseling, Educational Psychology, Rehabilitation, Special Education, Early Childhood Education/Intervention, Gerontology, Nursing, Medicine, Human Growth & Development, and Physician Assistant.

PREFERRED QUALIFICATIONS

Knowledge of mental illness and mental retardation . Working knowledge of internal and external services. Knowledge of basic casework principles and general community resources. Knowledge in interviewing techniques. Ability to collect and analyze data. Skills in maintain an effective working relationship with co-workers, community members, and school staff and administrators.

CAPS

VAN DRIVER (STARR CO. /ABHU/CAPS)

Salary: \$ 1,812.00/mo.

Worksite: Rio Grande City, Texas

Opened: 12/6/18

Closing Date: UNTIL FILLED

Posting # 12-0218

Position# 864/865

DUTIES AND RESPONSIBILITES

Performs routine motor vehicle operations. Work involves operating motor vehicles in transporting individuals and/or caregivers served in the Child, Adolescent & Parent Service (CAPS) program. Drive vehicles over specified routes or to specified destinations which includes out of town route according to time schedules in order to transport individuals and/or families, complying with traffic regulations. Work also involves conducting home visits as assigned. Advise passengers to be seated and orderly while on vehicles. Performs clerical duties such as calling families or caregivers and reminding them of scheduled appointment with assigned case worker, rehabilitation worker, counseling, crisis transportation or doctor’s appointments. Assist with service access duties, receptionist, translation, and/or medical records duties, as assigned.

MINIMUM QUALIFICATIONS

A High diploma or GED. Experience in the operation of motor vehicles on a commercial basis. Possess a valid Texas driver’s license and good driving record.

PREFERRED QUALIFICATIONS

Knowledge of motor vehicle operations, of passenger and cargo loading and unloading methods, of traffic rules and regulations, and the maintenance of motor vehicles. Ability to follow schedules and instructions in operating vehicle, and to follow practices in loading and unloading cargo. Knowledge of traffic laws, and follow established traffic and transportation procedures. Knowledge of office procedures; and of spelling, grammar, punctuation and arithmetic. Ability to communicate effectively in English and Spanish.

PROGRAM SPECIALIST (LPHA-LPC)

Salary: \$55,764.00-\$65,820.00/ annual

Worksite: Laredo, Texas

Opened: 12/6/18

Closing Date: UNTIL FILLED

Posting # 12-0318

Position# 654

DUTIES AND RESPONSIBILITES

The Program Specialist (LPHA) is responsible for diagnostic assessments/reviews, recovery plan and authorization\reviews. He\She will also be required to complete intake assessments and crisis intervention (to include counseling) as needed. Intakes and crisis assessments are to be completed at the center or other sites as needed. He\she will be required to work with the inmate population to provide diagnostic and authorization services. The Program Specialist (LPHA) submits all required information and documentation at the end of the each service date. He\She will have crisis on-call duties for telephone consultations on a rotation basis. The Program Specialist must demonstrate CBT competency by passing a tape review s outlined in the competency standards. He \She may perform supervisory duties when needed to include clinical supervision. He\She reports directly to the Program Director or Assistant Program Director.

MINIMUM QUALIFICATIONS

Have a Master’s Degree from an accredited university with a major in Behavioral Science, plus one year of work experience. **Must be a licensed Practitioner of the**

Healing Arts (Licensed Professional Counselor, LMSW-ACP, LCSW, LMFT); member of the NHSC.

PREFERRED QUALIFICATIONS

Experience in diagnosis and psychosocial assessments utilizing the DSM IV –TR. Behavioral Modifications using CBT interventions. Some knowledge in working with children and/or adolescents. Familiar with the Wraparound Team Approach Assessment Project. Prefer some experience in doing screening and or intakes preferably in a social service agency. Prefer that individual is familiar with the school setting. Prefer some knowledge in wraparound planning. Able to communicate in English and Spanish.

ABHU

VAN DRIVER

Salary: \$1,812.00/MO.

Opened: 12/6/18

Posting # 12-0318

Worksite: Laredo Texas

Closing Date: UNTIL FILLED

Position# 654

DUTIES AND RESPONSIBILITIES

Performs routine motor vehicle operations. Work involves operating motor vehicles in transporting passengers or cargo. Drive vehicles over specified routine or to specified destinations according to time schedules in order to transport passengers, complying with traffic regulations. Advise passengers to be seated and orderly while on vehicles as well as performing entry-level rehabilitation therapy work. Assists all programs in transporting consumers to and from the center and to home and/or community as needed by consumers. Assist with the transportation of consumers to Bethany House Complex Homeless Shelter. Performs clerical duties as calling consumers and reminding them of scheduled appointments with assigned case worker, rehabilitation worker, or and doctor’s appointments. May deliver or pick up documents, supplies, equipment or materials. Employee will actively participate with group, organizations and agencies throughout Laredo Community for the purpose of planning the continuity of service for the homeless. Assists in providing therapeutic activities, such as taking clients to recreation activities, to obtain food at the food bank etc. This position works under the immediate supervision of the ABHU Unit Director and the ACT Program Supervisor.

MINIMUM QUALIFICATIONS

A High diploma or GED. Experience in the operation of motor vehicles on a commercial basis. Possess a valid Texas driver’s license and good driving record.

PREFERRED QUALIFICATIONS

Knowledge of motor vehicle operations, of passenger and cargo loading and unloading methods, of traffic rules and regulations, and the maintenance of motor vehicles. Ability to follow schedules and instructions in operating vehicle, and to follow practices in loading and unloading cargo. Knowledge of traffic laws, and follow established traffic and transportation procedures. Knowledge of office procedures; and of spelling, grammar, punctuation and arithmetic. Ability to communicate effectively in English and Spanish.

PEER PROVIDER (PART-TIME)

Salary: \$9.90/HR.

Opened: 10/18/18

Posting # 10-1018

Worksite: Laredo Texas

Closing Date: UNTIL FILLED

Position# 641,525

DUTIES AND RESPONSIBILITIES

The role of the Peer Provider is to provide support, information on resources, and to connect with other individuals being served by sharing their story and helping individuals navigate through the mental health system which provides the services. The peer provider assists individuals served in making informed decisions that drive them towards wellness and recovery. The peer provider is there to assist individuals served to achieve autonomy, self- advocacy and wellness. The peer provider will facilitate support group meeting to bring individuals served to share some of the

same or similar interests or life experience and to provide hope that recovery is possible. The peer provider will be required to obtain training for certification required by the HHSC. Will maintain documentation in compliance with Center policies and procedures, and will perform duties as assigned.

MINIMUM QUALIFICATIONS

Requires adult who has been diagnosed with a mental illness themselves. High school diploma or GED. Experience in advocating for themselves or others.

PREFERRED QUALIFICATIONS

Valid Texas Driver's license and reliable means of transportation (vehicle) must have liability insurance. Willing to connect with other individuals being served to share their lived experiences. Knowledge of resources to assist individuals to make informed choices. Must possess good organizational skills and ability to maintain positive relationships with community agencies and internal and external providers.

PROGRAM ADMINISTRATOR III

Salary: \$3,309.00 - \$3,744.00/MO.

Worksite: Rio Grande City, Texas

Opened: 9/4/18

Closing Date: UNTIL FILLED

Posting # 08-0618

Position# 855

DUTIES AND RESPONSIBILITIES

This position will be responsible for the Administration, Operation and Program Administration of the Starr County Clinic and provide immediate supervision to the employees in Starr County.

This position will report administratively to the Outlying Counties Program Administrator, who will assist this position with administrative issues as well as operational issues.

This position will report program-wise to the Directors of Intellectual Disabilities, Adult Behavioral Health, Children and Adolescents Services or designees for any program requirements and will be required to acquire knowledge in the program compliance of any program within these divisions.

It is expected that this position maintain compliance in all program requirements.

The provision of services will include but may not be limited to the following:

1. IDD services not limited to the provision of services as outlined in each consumer's PDP (Person Directed Plan), IPC (Individualized Plan of Care), IP (Implementation Plan) in GR, TxHmL, CFC Assessments, CFC and HCS programs in Starr County.
2. Supervises the provision of services to include Service Access and Intake staff, Supported Employment, Supported Housing, Mobile Crisis Outreach Team to include screening assessments, crisis assessments, interventions, MCOT crisis follow-ups, Service Coordination, Rehabilitation Skills and other positions in the IDD, ABHU and CAPS Programs.
3. Monitor appropriate linkage of services to clients and their families such as medical, social, educational and psychosocial needs in all Levels of Care.
4. Oversee the work with the inmate population and jail diversion.
5. Provides leadership in implementing new program initiatives.

6. Must be able to maintain trainings such as CANS, ANSA, Fidelity training and others as the need arises and may need to travel to obtain these trainings.
7. Will be required to serve as a Supervisor on call after hours and on weekends.
8. Will provide constructive feedback regarding the delivery of crisis services and will be responsible to monitor crisis bed utilization for both state/private admissions.
9. The position will require the participation in community meetings representing the agency and will report back on all issues or concerns.
10. The position will be responsible for standard building and vehicle maintenance.
11. This position will be responsible for consulting with their immediate supervisor on any issues needed or travel to Laredo as the need arises.
12. This position will prepare and conduct internal audits for program compliance.
13. This position will be responsible that the programs are in compliance with all performance standards and will be the liaison to the program administrators when responding to internal or external audits.
14. The position will require the responsibility for assuring that the supervised staff complies with Border Region's Performance Contract requirements, Texas Health and Human Services Department standards and Border Region BHC Policies and Procedures.

MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college or university with a major in a field related to the duties of the position, (degree in the Behavioral Health or Science), plus three (3) years of work experience with increasing responsibility in the administration of a related program.

One year (18-25 semester hours) of graduate level work from an accredited college or university in a related field may substitute for the required work experience on a year for year basis.

PREFERRED QUALIFICATIONS

- Master's Degree in a related field to the duties of the position.
- Knowledge of local, state, and federal laws and regulation relevant to program areas; and of the principles and policies of public administration and management.
- Ability to plan, assign, monitor and supervise the work of other professional and clerical staff.
- Ability to interpret regulations and convey them to others.
- Ability to establish goals and objectives, and then monitor them and make necessary changes to correct them.
- Ability to devise solutions to administrative problems to develop and evaluate administrative policies and procedures, and to prepare concise reports.
- Ability to develop, prepare revise and create both verbal and written reports to specific to outcome measures.
- Ability to develop and implement clinical and documentation training, treatment plan training for all staff.
- Ability to write reports, create spreadsheets, and write or revise policies.
- Ability to communicate in English and Spanish orally and in writing.
- Knowledge in data gathering, recoding and reporting procedures.
- Experience working and/or knowledge of Intellectual and Developmental Disabilities
- Experience working and/or knowledge of Adult Behavioral Health
- Experience working and/or knowledge of Children and Adolescents Behavioral Health
- Ability to exercise leadership without close supervision.

- Knowledge of Basic Behavioral Modification techniques.

SUPPORT SERVICES

MAINTENANCE SUPERVISOR

Salary: \$2,436.00-\$3,111.00/MO.

Worksite: Laredo, Texas

Opened: 7/10/18

Closing Date: UNTIL FILLED

Posting # 07-0418

Position# 241

DUTIES AND RESPONSIBILITIES

Performs moderately complex work in caring for ground and buildings. Work involves responsibility for the appearance and general care of grounds and gardens, maintenance and care of tools, supplies, and equipment, and performing various gardening activities. Responsibilities include the general care of building and homes in all four counties. Webb, Jim Hogg, Zapata and Starr. Will be the contact manager for the lawn service contract and the housekeeping contract. Employee will supervise all employees within the department and organize and distribute the workload appropriately. Employee will communicate all significant events to supervisor and act as liaison between vendors and Border Region BHC. Will manage BR funds using best value principles and cost effective methods. Works under general supervision with moderate latitude for the use of initiative and independent judgment. Reports to the Chief Financial Officer.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school or GED, plus four (4) years of supervisory work experience in building maintenance\repair and operation\maintenance of electrical or mechanical equipment. Completion of an accredited certificate program (at least 26 semester hours) in air conditioning, heating, refrigeration, electrical technology, or a related field may substitute for one(1) year of the required work experience. An associate's degree of Applied Science in Building Maintenance, Electronics Technician, or related field may substitute for two (2) years of the required work experience.

PREFERRED QUALIFICATIONS

Must have the ability and the skills necessary to accomplish the job tasks. Physical condition sufficient to perform a variety of manual tasks requiring strength and stamina be able to climb when needed. Ability to lift heavy objects no more than one hundred (100) pounds. Have ample knowledge in maintaining, building maintenance and repairing lawn sprinkler systems. Experience in supervising maintenance, housekeeping and motor pool crews. Possession of a valid Texas class A,B, or C Driver's license. Experience in Building maintenance. Knowledge of construction. Knowledge of vehicles & motor pools. Experience & knowledge of Word & Excel.

JIM HOGG CO.

CUSTODIAL (PARTTIME)

Salary: \$7.63/HR.

Worksite: HEBBRONVILLE, Texas

Opened: 5/3/18

Closing Date: UNTIL FILLED

Posting # 05-0418

Position# 489

DUTIES AND RESPONSIBILITIES

The Custodian is responsible for keeping and maintaining a clean and safe environment for employees and consumers. Work would include cleaning of offices, rooms, lobbies, hall and

bathrooms. Cleaning and caring for Center buildings, premises and maintaining custodial equipment. Custodian must be able to use custodial materials, chemicals and other related equipment. Custodian will work under close supervision of Jim Hogg Co. Clinic Supervisor or appointee with minima latitude for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS

Have a completion of eighth grade education. Have basic training and/or experience in maintenance and/or housekeeping skills.

PREFERRED QUALIFICATIONS

Have knowledge of cleaning techniques and procedures. Have skill in the use of custodial materials and chemicals; and operation of vacuum cleaners, buffers, wet pick-ups, automatic scrubbers and custodial equipment. Have knowledge of sanitizing proper use and care of storing of cleaning materials and chemicals.

ACCOUNTING

CHIEF ACCOUNTANT

Salary: \$3,518.00 - \$4,679.00/MO.

Opened: 2/15/18

Posting#: 02-0718

Worksite: LAREDO, TX

Closed: Until filled

Position# 437

DUTIES AND RESPONSIBILITIES

The Chief Accountant directs the overall operation of the Accounting section. Responsible for accurate recording of revenues and expenses. Implement and develop a system of Internal Controls as per Fiscal Manual. Performs reconciliation's of Stock card, Trust fund, Client benefit fund, Payroll and Fixed Assets to the General Ledger. Acts as custodian of Property and Fixed assets for the facility. The Chief Accountant ensures reliable and accurate data submission to the General Ledger so Facility can make informed management decisions. The Chief Accountant supervises one Accounts Payable staff, one Trust Fund/Property Clerk. Completion of work requires established concepts, theories, or programs and occasionally originating new methods and/or techniques. Decisions are varied but based on broad principles and guidelines. The Chief Accountant has financial responsibility for the budget of the accounting unit and is accountable for the unit and Facility assigned property. Works under the direction of the Chief Financial Officer with considerable latitude for independent judgment.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in Accounting or Business Management, plus 5 years of work experience in accounting, booking or auditing.

PREFERRED QUALIFICATIONS

Should have progressively responsible experience in the financial operations of TXMHMR or any other state agency including experience in a supervisory capacity. Thorough knowledge of accounting principles and procedures, governmental accounting, budget control, Internal Controls, and purchasing methods and procedures. Working knowledge in the use of automated equipment and utilization of accounting software. Ability to train and supervise staff, to perform complex accounting transactions, to interpret laws and regulations, and to interpret and apply complex accounting theory, maintain effective relations with administrative personnel of other divisions, state agencies, central office and the federal government.

INTELLECTUAL, DISABILITY & DEVELOPMENT DEPT

PROGRAM ADMINISTRATOR

(IDD Enhance Community Coord/PASRR, Intake Supervisor)

Salary: \$39,708.00 - \$42,216.00/annual

Worksite: LAREDO, TX

Opened: 12/6/18

Closing Date: UNTIL FILLED

Position# 12-0118

Position # 799

DUTIES AND RESPONSIBILITIES

This position reports directly to the IDD Director. Supervisor the PASRR in Webb, Zapata, Jim Hogg and Starr Co. in accordance with Department of Aging and Disability. Responsible for assuring that supervised staff complies with contract requirements and policies and procedures. Provides leadership in implementing new programming initiatives. In addition, performs service coordination and Diversion Coordinator activities to assist IDD individuals in gaining access to medical, social, educational and other needed services available in the community as necessary. Works requires aggressive intervention and frequent in-person contracts with individuals, families and service providers. The job requires extensive travel in the community. Provide enhance community coordination to IDD individuals residing in an institution (SSLC, ICF-ID, NF Medicaid Waiver Program) and Provide Diversion Coordinator to individuals in the PASRR program.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited university with a major in social, behavioral, or human services, plus two (2) years of related work experience in IDD.

PREFERRED QUALIFICATIONS

Knowledge of community resources, service coordination delivery system, and program procedures. Ability to communicate effectively to assess and coordinate consumer's needs. Basic computer processing skills. Ability to read and interpret documentation, such as safety rules, operating instructions, maintenance instructions and procedures manuals. Ability to write routine reports and correspondence. Bilingual (English and Spanish). Knowledge of local and federal laws and regulations relevant to program area. Ability to supervise the work of others, to interpret regulations and convey them to others, to establish goals and objective.

PATIENT CARE

Salary: \$10.45/HR.

Worksite: LAREDO, TX

Opened: 7/11/18

Closed: Until filled

Posting#:

Position# 580,549,Temp-545,584,649

DUTIES AND RESPONSIBILITIES

Duties include the provision of active treatment and daily care while simultaneously ensuring the safety and training of self-help and other activities for all individuals under his or her care. The Therapist Tech implements behavior management program and appropriate intervention procedures for targeted behavior, which may include aggression. Duties are performed in accordance with established policies, procedures and practices- including HCS standards. Ability to work extended hours and flexible schedules as needed.

MINIMUM QUALIFICATIONS

Have a High school or GED. Applicants will be required to pass the Adult Basic Learning Examination (ABLE) test. Applicants who have successfully completed 12 hours of college will be exempt from taking this exam. Transcript required for proof of these hours.

PREFERRED QUALIFICATIONS

Be able to communicate effectively with staff, residents, and legal guardians and to communicate satisfactorily in both oral and written communication. Be able to understand and apply HCS Guidelines, State and Federal regulations.