

BORDER REGION BEHAVIORAL HEALTH CENTER

DECEMBER 3, 2021

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.

PERMANENT POSITIONS

Are not always available

STAFF PSYCHIATRIST

SALARY: DOE

For any position that may be available

(CAPS, OPC, IDD, ACT-ABHU/ WEBB, ZAPATA, STARR & JIM HOGG CO.)

MINIMUM QUALIFICATIONS

Graduated from an approved medical degree program and completion of approved one-year internship. Must be licensed to practice in the State of Texas and maintain good standing with the Texas Medical Board. Must have completed a three to four year residency program approved for the specialty practice of Psychiatry and one to two years subspecialty training in Child & Adolescent Psychiatry.

BOARD CERTIFIED PSYCHIATRIC NURSE PRACTITIONER

SALARY: DOE

For any position that may be available

(CAPS, OPC, IDD, ACT-ABHU/ WEBB, ZAPATA, STARR & JIM HOGG CO.)

MINIMUM QUALIFICATIONS

Graduate of an accredited nursing school with a Texas license as a Nurse Practitioner and have a valid DEA and DPS number. Must have Medicaid\Medicare provider numbers. Must have training and experience in the use, application of medication used in the field of psychiatry. Must have a Valid TX Driver's license.

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: \$12.00\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.

SOCIAL SERVICES WORKER

SALARY: \$2,838.00/MO. + Sign on Bonus

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 + Sign on Bonus

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

ACCOUNTING

ACCOUNTANT III

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

Opened: 12/3/21

Posting #12-0321

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position #:

DUTIES AND RESPONSIBILITIES

Work involves reconciliation, coding, payment and filing of assigned Account Payable Accounts. Reconciliation of all center Bank Accounts and Certificates of Deposit monthly. Submit to CFO monthly interest earned on related investments. Reconciliation, coding and posting of all payments received thru ACH and Comptroller of Public Accounts. Reconciliation, coding, posting of daily cash vouchers. Responsible for all posting of General Journals of staff in the accounting section. Responsible for coding and posting of all acquisitions and deletion of fixed assets into the accounting system including creation and posting of monthly depreciation. Conduct and reconcile physical Inventory of fixed assets every two years. Prepare Monthly SASH Billing. Works as timekeeper for Accounting, Supply, Cashier and Medicaid eligibility worker. Work under the minimal supervision of the Chief Accountant. May assist in the backup of the Switchboard and Cashier departments.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting or business management plus 3 years of work experience in accounting, bookkeeping or accounting work. Additional related work experience may

substitute for the required education on a year for year basis with a maximum substitution of four (4) years.

PREFERRED QUALIFICATIONS

Knowledge of accounting principles and procedures, budget controls and purchasing methods and procedures. Skills in Word and Excel software. Ability to maintain files. Ability to communicate with all levels of staff verbally and email. Knowledge in automated accounting systems. To perform complex accounting transactions. Experience in Fund Accounting.

CHIEF ACCOUNTANT

Salary: \$49,558.00 - \$68,000/yr.

Opened: 11/18/2021

Posting # 11-1521

Worksite: Laredo, Texas

Closing Date: 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, Shelter workshop, 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 with considerable latitude for independent judgment.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with major course work in Accounting or Finance plus four (4) years of experience in Accounting or Auditing.

PREFERRED QUALIFICATIONS

Knowledge in the financial operations of TXMHMR or any other state agency, Non- Profit Organization, or Government Entity including experience in a supervisory capacity Current Certification as a Certified Public Accountant (CPA) or Certified Management Accountant (CMA).

Five years continued experience in the Financial Operations of a Texas MHMR, state agency, non- profit organization or Government agency.

Experience working with Fund Accounting.

Thorough knowledge of Excel spreadsheets including pivot tables, Word, and other data base programs.

ADMINISTRATION

ADMINISTRATIVE TECHNICIAN IV – DIRECTOR'S OFFICE

Salary: \$1,921.00 - \$2669.00/mo.

Opened: 11/3/2021

Posting #

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position #: 111

DUTIES AND RESPONSIBILITIES

Administrative Tech IV performs advanced professional assistance work for an executive. Work involves coordinating the work of and may supervise technical and clinical workers. Oversees high-level administration operations of the agency or division. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS

Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university with a major in business administration, public administration, or a related field, plus three (3) years of administrative experience. Class C valid driver's license. Proficiency in MS Office Suite (Microsoft Word, PowerPoint, Excel). Take meeting minutes. Research capabilities. Office Administration.

PREFERRED QUALIFICATIONS

- Computer and software skills
- Multitasking skills
- Verbal and written communication skills and collaboration
- Interpersonal skill
- Organization skills
- Decision-making skills
- Ability to organize and schedule meetings and appointments
- Ability to book travel arrangements
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-tasking and prioritize work
- Excellent customer service skills
- Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations and policies as well as related legislative and legal practices and procedures.
- Ability to handle high-level administrative issues.

HUMAN RESOURCES

TRAINING SPECIALIST

Salary: \$2,436.00 - \$2,669.00/MO.

Opened: 11/15/21

Posting # 11-0921

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 949

DUTIES AND RESPONSIBILITIES

Plans, develops, reviews, revises, and implements training programs, policies, and procedures. Designs and reviews course and instructor evaluations for enhancement to training programs. Participates in the planning and developing of specialized training, staff development, and continuing education programs. Identify training needs by evaluating strengths and weaknesses. Build annual training program and prepare teaching plans. Develop or oversee the production of classroom handouts, instructional materials, aids and manuals. Direct structured learning experiences and monitor their quality results. Deliver training courses. Assess training effectiveness to ensure incorporation of taught skills and techniques into employees work behavior. Periodically evaluate ongoing programs to ensure that they reflect any changes. Stay abreast of the new trends and tools in employee development. Plan annual refresher courses for all staff members. Compiles data and prepares reports. Manages contracts for training services. Assists other areas of the Human Resources Department. May require certification or licensure in a specialty area.

MINIMUM QUALIFICATONS

Bachelor's degree from an accredited university with a major in education, communication, journalism, technical writing, human resources, or a related field; Or Associate's degree from an accredited college or university with a major in education, communication, journalism, technical writing, human resources, or a related field, plus one year of work experience performing training or training related duties. Additional related work

experience may substitute for the required education on a year for year basis with a maximum substitution of two (2) years.

PREFERRED QUALIFICATIONS

Must demonstrate a professional manner and exhibit communication skills suitable for public speaking. Must be proficient in Microsoft Office Word and Excel, PowerPoint and other computer software as well as the ability to operate basic equipment and audio/visual equipment. Ability to physically perform any and all trainings where physical use of maneuvers is required. Must be observant and be able to multitask. Knowledge of training/teaching procedures and techniques. Skill in instructing others in a large classroom setting as well as in one-to-one situations. Ability to formulate learning objectives; to evaluate training objectives, requirements and effectiveness of delivery and comprehension. Skill and ability to establish and maintain effective working relationships. Excellent communication skills (both orally and in writing), work habits.

CCBHC-E Grant

PROGRAM SPECIALIST (LPHA/LPC)

Salary: \$55,764.00 - \$65,820.00/yr. + Sign on bonus

Worksite: Laredo, Texas

Opened: 06/25/21

Closing Date: UNTIL FILLED

Posting # 06-0521

Position# 960

DUTIES AND RESPONSIBILITIES

The Program Specialist (LPHA) is responsible for diagnostic assessment\review, recovery plan and authorization\reviews. He\she will also be required to complete intake assessment and crisis intervention (to include counseling) as needed. Intake 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 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 as outlined in the competency standards.

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**, plus one year experience in a field related to the position. Experience with mental health assessment and psycho\social evaluation\DSM. Effective communication and social interaction skills children and adolescents.

PREFERRED QUALIFICATIONS

Experience in diagnosis and psychosocial assessments utilizing the DMS IV –TR. Behavioral Modifications using CBT interventions. Some Knowledge in working children and\or adolescents. Familiar with Wraparound Team Approach Assessment Project. Able to effectively communicate in English and Spanish.

SOCIAL SERVICE WORKER (INTAKE)

Salary: \$2,838.00/mo. + Sign on Bonus

Worksite: Zapata/Jim Hogg Co.

Opened: 06/25/21

Closing Date: UNTIL FILLED

Posting # 06-0921

Position# 961

Duties and Responsibilities

Performs moderately social services work. Worker will be assigned to work in Zapata Co. and

Jim Hogg Co. The SSW is responsible for performing intake assessments. The SSW completes all relevant assessment documentation, to include the CANS\ANSA Uniform Assessment, and submits the information in a timely manner. The SSW performs follow-up activities for those enrolled consumers, who are been authorization for services, and who have not been assigned a QMHP-CS. The SSW is assessments and crisis also responsible for crisis intervention of non- enrolled consumers to be completed at the center and\or wherever applicable. The SSW reports directly to the supervisor of Service Access Starr 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.

PREFERRED QUALIFICATIONS

Knowledge of the principles, methods, techniques and practices of mental health assessment and intervention: of the function of social services or treatment facility; of community resources; of mental illness and emotional components of physical illness; and of the functioning of mental health inpatient facilities. Ability to work flexible hours. Experience in the field of mental health. Bilingual (English and Spanish). Interviewing skills. Ability to develop plans of treatment and make recommendations. Ability to work independently as well as part of a team.

STARR COUNTY

THERAPIST TECHNICIAN (PATIENT CARE)

Salary: \$12.00/HR.

Opened: 06/24/21

Posting # 06-0421

Worksite: RIO GRANDE CITY, Texas

Closing Date: UNTIL FILLED

Position# 126

DUTIES AND RESPONSIBILITIES

The Therapist Technician is responsible for direct care supervision of consumers receiving services from the DADS, PASRR, TxHmL and HCS PROGRAMS. Trains consumers in the areas of Community support\Community First Choice, Independent living skills, Functional living skills and Support Employment. Therapist Technician must be flexible to work different schedule as requested by supervisor to provide Respite Services. Therapist Technician must be able to identify the needs of consumers so that training strategies can be established.

MINIMUM QUALIFICATIONS

Have a High school or GED. Have a current Texas driver license.

PREFERRED QUALIFICATIONS

Have computer knowledge. Ability to organize time, work independently, keep accurate records\statistics. Must be able to work under stress. Must be physically and mentally capable to performing assigned duties. Ability to communicate in English and Spanish. Basic knowledge in areas of Intellectual and Development Disabilities.

OPC

ADMINISTRATIVE TECHNICIAN I

Salary: \$1,716.00 - \$1,764.00/mo.

Opened: 12/3/21

Posting # 12-0221

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 174

DUTIES AND RESPONSIBILITIES

Will monitor doctors schedule daily. Responsible for checking in and out clients scheduled to see the doctor. Will assist with daily data entry for services provided by doctor or nurse practitioner. Responsible to assist M.D/N.P with translation for client as needed. Will assist with the coordination and flow of consumers in OPC. Has some latitude for decision making in carrying out routine phases of work, such as answering correspondence, distributing mail, giving information, keeping records and files, and preparing reports. Responsible for answering telephones, using mail, routing messages, and other routine administrative duties. Will order supplies as needed. Assists with developing, maintaining and scheduling the master schedule to ensure consumer flow for physicians/nurse practitioner is sufficient to maximize available time. Will assist with appointment reminder calls. Assists in obtaining Medical Records needed for physicians and nurses.

MINIMUM QUALIFICATIONS

High school diploma or GED, plus one year of work experience in the related field.

PREFERRED QUALIFICATIONS

Four years of experience in the field of work related to the duties of the position.
Ability to operate computer and standard office machines. Ability to prioritize duties.
Ability communicate effectively. Prefer some experience working in a doctor's clinic and ability to translate between English and Spanish. Knowledge of office practices and administrative procedures. Knowledge of Microsoft Office software packages.

CERTIFIED MEDICAL ASSISTANT

Salary: \$10.45 - \$12.47/HR.

Opened: 05/17/21

Posting # 05-0921

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 955

DUTIES AND RESPONSIBILITIES

Perform complex administrative work. Responsible for coordinating schedule for TAMIU Psych Mental Health students who will conduct clinical rotation. Will be responsible for coordinating and tracking TAMIU students referred for services. Report to TAMIU Program Manager student progress and provider recommendations with client consent. Will participate in TAMIU meetings as requested. Responsible for triaging individuals which includes: taking vital signs, obtaining lab results, and collecting urine specimens as needed. Responsible to present client cases to assigned physician and assist physicians with translation as needed during consumer's appt. MA is responsible for resolving doctor's appointments and following up on doctor's recommendations as applicable. Employee will obtain client signature on medication consents, print lab requests, and obtain telemedicine satisfaction survey. MA will report to unit nurse any abnormal vital signs. Has some latitude for decision making in carrying out routine phases of the work, such as answering correspondence, distributing mail, giving information, keeping records and files, and preparing routine reports. Responsible for answering telephones, using email, routing messages, and other routine administrative duties. Assists in obtaining Medical Records for physicians and nurses and for completion of forms and required documentation to ensure effective and efficient daily operations. Responsible for adhering to work procedures as established by supervisor and Provider Services Administrator in accordance with established policies and procedures of Border Region BHC. May be exposed to physical and/or verbal incidents by disturbed individuals. Under the direct supervision of the Outpatient Clinic Supervisor or designee.

MINIMUM QUALIFICATIONS

A high school graduation or GED; prefer some experience in translating for physicians. Be a Certified Medical Assistant.

PREFERRED QUALIFICATIONS

Knowledge of office practices and administrative procedures. Knowledge of Microsoft Office software packages. Ability to operate standard office machines. Ability to operate computer. Knowledge of basic mathematical computations. Ability to prioritize duties. Must have mental and physical capacity to perform the assigned duties. Ability to communicate effectively; ability to assess client needs; to coordinate client services; to provide guidance to other staff, to assist with management of activities; and to monitor program effectiveness. Ability to translate between English and Spanish.

CAPS

VAN DRIVER

Salary: \$12.00/hr.

Opened: 09/17/21

Posting # 09-0221

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 946

DUTIES AND RESPONSIBILITIES

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 routes 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 appointments 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. May deliver or pick up documents, supplies, equipment or materials. Prepares and maintains forms of records pertaining to vehicle operation. Works under close supervision with minimal latitude for the use of initiative and independent judgment. Performs other duties, as assigned.

MINIMUM QUALIFICATIONS

Must have a high school diploma, or GED. Must have a valid Texas driver's license. Experience in the operation of motor vehicles on a commercial basis. Knowledge of office procedures: and of spelling, grammar, punctuation and arithmetic. Skills in the use of computer, phone, maintaining records (log), copier, filling, and facsimile.

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. Skill in the operating 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. Read maps, and follow written and verbal geographic directions. Knowledge of office procedures: and of spelling, grammar, punctuation and arithmetic. Ability to communicate effectively both in English and Spanish.

PROGRAM SPECIALIST (LPHA/LPC)

Salary: \$55,764.00 - \$65,820.00/annual + Sign on Bonus

Opened: 09/17/21

Posting # 09-0521

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 661

DUTIES AND RESPONSIBILITIES

The Program Specialist (LPHA) is responsible for diagnostic assessments/review, 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 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 as 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

Master's Degree from an accredited university with a major appropriate to the requirements of the position (degree in the behavioral sciences). Must be a Licensed Practitioner of the Healing Arts (LPC, LMSW-ACP, LCSW, and LMFT). Plus one (1) year experience in a field related to the duties of the position. Experience with mental health assessments and psycho/social evaluations/DSM IV-TR diagnosis. Effective communication and social interaction skills with children and adolescents

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. Knowledge of crisis interventions and suicide assessment tools. Prefer that individual is familiar with the school setting. Prefer some knowledge in wraparound planning. Must have some experience in community resources. Able to effectively communicate in English and Spanish.

PROGRAM SPECIALIST (LPHA-LPC)

Salary: \$55,764.00-\$65,820.00/yr. + Sign on Bonus **Worksite: Laredo, Texas**

Opened: 11/24/20

Closing Date: UNTIL FILLED

Posting # 11-1220

Position# 654

DUTIES AND RESPONSIBILITIES

The Program Specialist (LPHA) is responsible for diagnostic assessments\review, recovery plan and authorization\reviews. He\she will also be required to complete intake assessments and crisis intervention (no include counseling) as needed. Intake 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 each service date. Will gave crisis on-call duties for telephone consultations on a rotation basis. The Program Specialist must demonstrate CBT competency by passing a tape review as 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

One year experience in a field related to the duties of the position. Experience with mental health assessments and psycho\social evaluations/DSM -IV TR diagnosis. Effective communication and social interaction skills with children and adolescents. Behavioral Modifications using CBT interventions. Familiar with the Wraparound Team Approach Assessment Project. Prefer some experience in doing screening and intake preferably in a

social service agency. Able to speak English and Spanish. Prefer some knowledge in wraparound planning.

CRISIS STABILIZATION UNIT

LVN

Salary: \$42,216.00 - \$55,764.00/YR.

Opened: 11/1/21

Posting # 11-0221/11-0121

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 917/915

Under the clinical supervision of a RN, the LVN performs technical nursing functions within the scope of their license to provide for the care, treatment, and welfare of clients served in the Crisis Stabilization Unit. Responsibilities include: medication administration, transcription, and performance of focused nursing assessment for the basic care, treatment, and general welfare of patients, documentation of basic information concerning patient, observing and reporting significant observations related to patient's mental/physical condition. Maintains inventory of medications, accountability for medication room, the security of assigned unit keys, provides basic patient/family education, implementing a basic nursing care plan, supporting CSU safety, risk management, and infection control programs and restraint reduction strategies.

MINIMUM QUALIFICATIONS

Licensed to practice in the State of Texas a Licensed Vocational Nurse. These positions are for weekends and nights.

PREFERRED QUALIFICATIONS

Must maintain current licensure and continuing education credits as required to maintain license. Good verbal and written communication skills. Computer proficient with Data Entry skills Work experience in working with mental health consumers.

RN (TEMP)

Salary: \$65,092.00 - \$74,796.00/YR.

Opened: 8/26/21

Posting # 08-1821

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 931

DUTIES AND RESPONSIBILITIES

The RN on the Crisis Stabilization unit performs professional nursing services for the population served. Completes admission and ongoing assessment of individual psychiatric and nursing care needs per facility policy. Identifies nursing diagnoses or problem lists and formulates an initial plan of care based on assessment data. Serves as a team leader and provides clinical supervision and training to LVN's and direct care staff as necessary. Participates in treatment team meetings routinely and assists with the development of the multidisciplinary plan of care. Implements and documents the provision of nursing interventions described in the care plan. Establishes unit routines and develops and maintains therapeutic milieu. Makes observations of patient behavior and status then reports to the physician, supervisor, and other team members as appropriate. Administers medications as ordered and maintains medication administration including controlled drugs records as per facility policy. Observes, oversees, and monitors the use and implementation of Preventive and Management of Aggressive Behavior (PMAB) interventions. Ensures that PMAB methods are implemented appropriately and safely per facility policy. Also, ensures PMAB interventions are documented. Uses a computer to communicate information, complete reports, and to record nursing assessments. Must understand that duties may include exposure to blood or other potentially infectious materials.

MINIMUM QUALIFICATIONS

Graduation from an accredited school of nursing. Two years of full-time experience as practicing registered nurse in a recognized public health agency, hospital, or health care facility. Or graduation from an accredited school of nursing. Completion of one year (30 semester hours) of collegiate nursing that earned academic credit toward a bachelor's degree from an accredited college or university. One year of full-time experience as a practicing registered nurse in a recognized public health agency, hospital, or health care facility.

PREFERRED QUALIFICATIONS

1. Knowledge of local, state, and federal laws and regulations relevant to Mental Health CSU.
2. Knowledge of the principles and practices of Nursing and Pharmacology.
3. Ability to interpret and apply policies and procedures, rules, and regulations and laws.
4. Knowledge, skills and abilities to devise immediate solutions and be proactive in dealing with nursing, administrative and support functions and issues.
5. Knowledge of professional nursing techniques and procedures as applied to specific functions.
6. Ability to apply professional nursing skills, techniques and methods; to communicate effectively in both oral and written communications; exercise good judgement, establish good relationships with individuals and medical staff.
7. Maintain current Texas license.
8. Knowledge skills and abilities in medication management, education and monitoring and skills in medication administration, storage, control and disposal.
9. Ability to obtain certification for basic Cardio-Pulmonary Resuscitation (CPR) and ability to perform CPR in the clinical setting.
10. Ability to complete Prevention Management of Aggressive Behavior prior to work on CSU.
11. Prefer experience in a crisis stabilization unit.

PROGRAM DIRECTOR

Salary: \$61,728.00/ DOE

Opened: 4/19/21

Posting # 04-1121

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 898

DUTIES AND RESPONSIBILITIES

The Program Director for CSU Facility Services directly reports to the Medical Director for Border Region Behavioral Health Center. The Program Director is responsible for supervision of the unit's licensed nursing personnel, paraprofessional staff, peer counselors, therapist(s), non- medical clinicians, and administrative personnel. Oversees scheduling of all personnel supervised by the position. Responsible for development, coordination, and compliance with the unit budget. Ensures all patient services are billed in a timely manner to the appropriate source for payment. Responsible for adherence to contractual requirements and to state federal licensing requirements and statutory provisions. Ensures compliance with HIPAA and that patients receive recovery-orientated services in an environment that is clean, safe, respectful, and works in close coordination with CSU Director of Medical Services to ensure effective and therapeutic delivery of services. Oversees the coordination and administration of all aspects of the 24/7 Crisis Stabilization Unit treatment program including planning, organizing, staffing, leading and directing program activities with significant depth and scope. Participates in program design and implementation and manages change initiatives. Provides direction and clinical/management support to staff, including oversight of clinical training/supervision, professional development, and performance management. Position requires on-call capabilities in program management of 24/7 program operations and personnel.

MINIMUM QUALIFICATIONS

Master 's degree from an accredited university with a major in behavioral Science,

Psychology, Counseling, or Social Work, plus six (6) years of work experience in an administrative capacity with 3 years of supervisory experience.

PREFERRED QUALIFICATIONS

Experience in a psychiatric facility, residential treatment center or inpatient hospital. Licensed to practice as a Professional Counselor, Licensed Master of Social Work (LMSM). Knowledge of severe mental health and/substance use disorders/disabilities, trauma-informed care, and recovery/resiliency-oriented services. Communicates effectively and positively, both orally and in writing with a wide range of individuals and constituencies, including when under emotionally charged and stressful situations. Plan, organize, time management and prioritize multiple tasks and assignments. Use effective follow-through. Skill in interviewing; ability to communicate effectively in English and Spanish; Crisis Intervention. Ability to provide clinical supervision, professional consultation, provides person center recovery plan review and recommendations. Must also have ability to complete diagnostic interviews and render diagnostic assessments.

MAINTENANCE TECHNICIAN I-IV

Salary: \$1,577.00- \$2,295.00/mo.

Opened: 10/13/20

Posting #

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 924

DUTIES AND RESPONSIBILITIES

Follows instructions as per Equipment Technical Manuals. Performs and assists with auditorium set ups, limited to arranging tables and chairs. Can assist (or be assigned to perform) in opening and closing the building and facility when assigned by Maintenance Supervisor or "On-Call". Must be available to work during emergencies such as weekends, nights and holidays. Must be able to work overtime and be "On-Call" when assigned by Maintenance Supervisor. Must maintain professional relationships with fellow coworkers and administrators. Performs entry- level building maintenance and construction work. Work involves performing and assisting in maintaining and repairing buildings, utility systems, and stationary equipment; and operating motorized equipment. Works with minimal latitude for the use of initiative and independent judgment. Performs routine skilled duties and skilled repairs in one or more maintenance construction trades (plumbing, electrical switches, ballasts, lights, etc.) for equipment and building systems.

MINIMUM QUALIFICATION

High school diploma or GED, plus a minimum of a six month of work experience in building maintenance and/or repair. Skill in the use and maintenance of tools and equipment. The ability to communicate politely and effectively.

PREFERRED QUALIFICATIONS

Must have the ability and 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 ladders and other areas. Performs moderately complex work in caring for ground and buildings. Ability to lift heavy object, no more than seventy five pounds. Skill in the use and maintenance of tools and equipment. The ability to communicate politely and effectively.

YES WAIVER

SOCIAL SERVICE WORKER (WRAPAROUND FACILITATOR)

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

Opened: 10/27/2021

Posting # --

Worksite: Laredo, Texas

Closing Date: Until Filled

Position# 811, 717, 719

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:

- Assists in accessing medical, social, educational, and other appropriate services.
- Assesses client's needs and authorizes services to meet the identified needs.
- Coordinates service delivery.
- Coordinates Child and Family Team Meetings.
- Develop goals and objectives
- Coordinates the development of the Person Center Recovery Plan.
- Coordinates the development of the Individualized Plan of Care (IPC), and periodic review of the IPC
- Provides Crisis Prevention and Management services when needed.
- Monitors service delivery.
- Provides psychosocial rehabilitation to clients authorized for services.
- May provide services in other counties; Jim Hog, Zapata or Starr County.

Individual works under the direct supervision of the Child, and Adolescent Parent Services (CAPS) or YES Waiver Assistant Program Administrator.

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 communicate effectively both in English and Spanish
- Knowledge of casework documentation requirements
- Ability to collect and analyze data
- Knowledge and understanding of program guidelines, policies and procedures and ability to carry out responsibilities
- Skills in maintaining an effective working relationship with co-workers, community members, and school staff and administrators
- Excellent organizational and verbal skills
- Ability to communicate effectively using all methods, including visual presentations, public speaking, e-mails, and teleconferencing
- Ability to work flexible hours including evenings, and weekends

PARA-PROFESSIONAL AIDE

Salary: \$12.00/HR.

Opened: 6/10/21

Posting # --

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 730

DUTIES AND RESPONSIBILITIES

Para-professional services address the Waiver participant's needs that arise as a result of their severe emotional disturbance. These services contribute to the community functioning

of Waiver participants and thereby assist the Waiver participants to avoid institutionalization. The services are essential to promote community inclusion in typical child\youth activities and exceed what would normally be available for children\adolescents in the community.

Service include:

1. Skilled mentoring and coaching – skilled mentoring would be provided by an individual who has had additional training\experience working with children\adolescents with mental health problems. For example, a teenager with severe behavior problems may require mentoring from a provider with behavioral management expertise.
2. Para professional Aide- Assists the Waiver participant in preventing and managing behaviors stemming from severe emotional disturbance that create barriers to inclusion in integrated community activities such as after-school car or day care.
3. Job Placement – assistance in finding employment.

In addition, work includes other duties as assigned such as transportation, scheduling, back up to support staff. The Para professional aide works under the direct supervision of the Yes Waiver Assistant Program Administrator his\her designee. The individual works closely with qualified mental health professionals with considerable latitude for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS

A Para professional provider (or community services specialist) must meet the following qualifications: High school diploma or GED. Have a minimum of one year of documented full-time experience in the provision of service activities comparable to that specified under the service definition to a population similar to those served under this waiver. Life experience may be considered if the documented experience includes activities that are comparable to services specified under the service definition; and demonstrate competency in the provision and documentation of the specified or comparable service. Competency is assessed and documented by the waiver provider agency and reviewed by DSHS. Must have a valid Texas Driver license and vehicle liability insurance.

PREFERRED QUALIFICATIONS

Ability to communicate effectively in English and Spanish, both orally and written. Ability to work independently. Ability to organize work duties efficiently and responds to the changing needs of the individuals. Ability to utilize a computer and ability to create computer databases. Ability to collect and analyze data; excellent organizational skills. Ability to work a flexible schedule which may include weekends. Ability to gain knowledge understanding, and the ability to carry out program guidelines, policies and procedures. This is a community based position consisting of employee working 95% of time or more in the community.

SOCIAL SERVICE WORKER (ZAPATA CO.)

Salary: \$2,838.00 – \$3,016.00/mo. + Sign On Bonus

Worksite: ZAPATA, Texas

Opened: 10/20/20

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:

- Assists in accessing medical, social, educational, and other appropriate services.
- Assesses client's needs and authorizes services to meet the identified needs.

- Coordinates service delivery.
- Coordinates Child and Family Team Meetings.
- Develop goals and objectives
- Coordinates the development of the Person Center Recovery Plan.
- Coordinates the development of the Individualized Plan of Care (IPC), and periodic review of the IPC
- Provides Crisis Prevention and Management services when needed.
- Monitors service delivery.
- Provides psychosocial rehabilitation to clients authorized for services.
- May provide services in other counties; Jim Hogg, Zapata or Starr County.

Individual works under the direct supervision of the Child, and Adolescent Parent Services (CAPS) or YES Waiver Assistant Program Administrator.

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 communicate effectively both in English and Spanish Knowledge of casework documentation requirements. Ability to collect and analyze data Knowledge and understanding of program guidelines, policies and procedures and ability to carry out responsibilities. Skills in maintaining an effective working relationship with co-workers, community members, and school staff and administrators. Excellent organizational and verbal skills. Ability to communicate effectively using all methods, including visual presentations, public speaking, e-mails, and teleconferencing. Ability to work flexible hours including evenings, weekends and holidays.

QUALITY MANAGEMENT

ADMINISTRATIVE TECHNICIAN IV

(QM Advisor/ Clients Rights)

Salary: \$2,749.00 - \$3,111.00 /MO.

Opened: 2/6/20

Posting # 02-0320

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 433

DUTIES AND RESPONSIBILITIES

Assist in the implementation of on-going quality management program for MH and IDD Services designed to objective and systematically monitor and evaluate the quality and appropriateness of consumer care, pursue opportunities to improve consumer care and resolve problems. Performs technical work to include data collection and analysis, data collection and analysis, data management, report writing for Quality Management (QM). Assist in collection, tabulation and analysis of Performance Measures, and other research related activities to develop an effective system of oversight for MH and IDD Community Services. Assists and provides techniques assistance to Quality Management teams to include Mental Health, Intellectual and Development Disabilities and date verification in the areas of samples, data collection, data analysis, and interpretation of results. This position also acts as the Client Rights for the center.

Responsibilities include advocating for individual and total client population services. Resolution of all client rights related complaints, collection, analysis and reporting of client

rights related data and trends as well as Abuse\Neglect allegations. Conducts facility training related to client rights and Abuse\neglect, develops and\or interprets policies and procedures as necessary.

MINIMUM QUALIFICATIONS

Any combination of education and experience to a Bachelor's degree from an accredited college or university with major course work in social work, psychology, sociology, public administration or field work related to the duties of the position, plus two (2) years of related experience. One year of appropriate experience may be submitted for year of college on a year to year basis with a maximum substitution of two years.

PREFERRED QUALIFICATIONS

Extensive knowledge of office management principles and matter of administrative procedures. Knowledge of and experience with investigation of incidents of abuse, neglect, and exploitation. Knowledge of policies, procedures and practices relating to providing community services to persons with mental illness and Intellectual and Development Disabilities and the ability to interpret them. Knowledge and experience in information privacy laws, access, release of information and release control technologies. Extensive skill in the use of electronic data and\or word processing equipment and software. Ability to gather, assemble, correlate and analyze facts; to devise solutions or problems; to prepare concise reports; to develop and evaluate policies and procedures and to train others.

ADMINISTRATIVE TECHNICIAN IV

(QM Advisor MH\IDD)

Salary: \$2,925.00 /MO.

Opened: 12/11/19

Posting # 06-0519

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 326

DUTIES AND RESPONSIBILITIES

Assist in the implementation of an on-going Quality Management (QM) program for MH and IDD services designed to objectively and systematically monitor and evaluate the quality and appropriateness of consumer care, pursue opportunities to improve consumer care and resolve problems. The QM Advisor is also responsible for analyzing and monitoring behavioral health needs and continuum of care that affects revenue cycles. In addition, performs technical work to include data collection and analysis, data management, report writing for QM and UM. Assist in collection, tabulation, and analysis of Performance Measure, and other research related activities to develop an effective system of oversight for MH and IDD Community Services. Assists and provides technical assistance to Quality Management and Utilization Management teams to include Mental Health, Intellectual Developmental Disabilities, and Data Verification in the areas of samples, data collection, data analysis, and interpretation of results.

MINIMUM QUALIFICATIONS

Any combination of education and experience to a Bachelor's degree from an accredited college or university with major course work in social work, psychology, sociology, public administration or field work related to the duties of the position, plus two (2) years of related experience. One year of appropriate experience may be submitted for year of college on a year to year basis with a maximum substitution of two years.

PREFERRED QUALIFICATIONS

Has knowledge of Utilization Management and Quality Management Department. Excellent analytical skills and ability to interpret policies and procedures, laws, contracts, etc. Distinguished knowledge of the Texas Administrative Code, HHSC\DADS Performance Contract, Policies and Procedures and laws and regulations. Ability to work well with other independently in a team setting. Ability to travel and work flexible hours. Ability to multi-task

and engage in various project\activities simultaneously.

**ADMINISTRATIVE TECHNICIAN IV
(QM Advisor MH\IDD\UM Reviewer)**

Salary: \$2,749.00/- \$3,111.00/MO.

Worksite: Laredo, Texas

Opened: 12/11/19

Closing Date: UNTIL FILLED

Posting # 06-04719

Position# 848

DUTIES AND RESPONSIBILITIES

Assist in the implementation of an on-going Quality Management (QM) program for MH and IDD services designed to objectively and systematically monitor and evaluate the quality and appropriateness of consumer care, pursue opportunities to improve consumer care and resolve problems. The Utilization Reviewer will work with the Utilization Manager to evaluate necessity, appropriateness, and efficiency in the use of inpatient and outpatient and outpatient services. Primary function is to collect, analyze, and document information from medical records and providers to be used by the Utilization Manager in prospective reviews, authorization, or in making initial adverse determinations. Conducts retrospective reviews of data to detect outliers. In addition, performs technical work to include data collection and analysis, data management, report writing for QM and UM. Assist in collection, tabulation, and analysis of Performance Measure, and other research related activities to develop an effective system of oversight for MH and IDD Community Services.

MINIMUM QUALIFICATIONS

Any combination of education and experience to a Bachelor's degree from an accredited college or university with major course work in social work, psychology, sociology, public administration or filed work related to the duties of the position, plus three (3) years of related experience. One year of appropriate experience may be submitted for year of college on a year to year basis with a maximum substitution of two years.

PREFERRED QUALIFICATIONS

Extensive knowledge of office management principles and matters of administrative procedures. Knowledge of policies, procedures and practices relating to providing community services to persons with mental illness and intellectual developmental disabilities and the ability to interpret them. Knowledge and experience in information privacy laws, access, release of information, and release control technologies. Extensive skill in the use of electronic data and\or word processing equipment and software. Proficient in the use of MS Word, MS Excel and MS Access.

SUPPORT SERVICES

CLERK II (SUPPLY)

Salary: \$1,461.00 - \$1,577.00/MO.

Worksite: Laredo, Texas

Opened: 5/15/20

Closing Date: UNTIL FILLED

Posting # 05-0520

Position# 706

DUTIES AND RESPONSIBILITIES

Performs purchasing work. Work involves negotiation in purchasing commodities and equipment in the open market or by contract. Works under limited supervision considerable latitude for the use of initiative and independent judgment. Works under the supervision of the Supply and Purchasing Supervisor and the Chief Budget Officer.

MINIMUM QUALIFICATIONS

High school diploma or GED. Experience in purchasing, warehousing or supply operations help full. Have a Texas driver's license.

PREFERRED QUALIFICATIONS

Six months experience in purchasing methods, inventory stock control, warehousing or supply operations. Knowledge of purchasing sources, prices, market factors, product characteristic and general and technical specifications. Have a service oriented personality.

MAINTENANCE ASSISTANT II

Salary: \$1,621.00 - \$1,716.00/mo.

Opened: 7/28/20

Posting # 07-1420

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 130

DUTIES AND RESPONSIBILITIES

Follows instructions as per Equipment Technical Manuals. Assists or performs auditorium set ups, limited to arranging tables and chairs. Can assist (or be assigned to) in opening and closing the building and facility when assigned or "On-Call". Must be available to work during emergencies such as weekends, nights and holidays. Must be able to work overtime and be "On- Call" when assigned by Maintenance Supervisor. Must maintain professional relationships with fellow coworkers and administrators. Performs and assists with entry-level building maintenance and construction work. Work involves assisting in maintaining and repairing buildings, utility systems, and stationary equipment; and operating motorized equipment. Works under close supervision of the Maintenance Supervisor. Works with minimal latitude for the use of initiative and independent judgment. Performs or assists with routine skilled duties and skilled repairs in one or more maintenance construction trades (plumbing, electrical switches, ballasts, lights, etc.) for equipment and building systems.

MINIMUM QUALIFICATIONS

Completion of an eighth grade education, plus a minimum of a six month of work experience in building maintenance and/or repair. Skill in the use and maintenance of tools and equipment. The ability to communicate politely and effectively. Must have a Texas Driver license.

PREFERRED QUALIFICATIONS

Must have the ability and 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 ladders and other areas. Performs moderately complex work in caring for ground and buildings. Ability to lift heavy object, no more than seventy five pounds. Skill in the use and maintenance of tools and equipment. The ability to communicate politely and effectively.

MAINTENANCE TECHNICIAN I

Salary: \$1,577.00 - \$1,764.00/mo.

Opened: 7/28/20

Posting # 07-1320

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 270

DUTIES AND RESPONSIBILITIES

Follows instructions as per Equipment Technical Manuals. Performs and assists with auditorium set ups, limited to arranging tables and chairs. Can assist (or be assigned to perform) in opening and closing the building and facility when assigned by Maintenance Supervisor or "On-Call".

Must be available to work during emergencies such as weekends, nights and holidays. Must be able to work overtime and be "On-Call" when assigned by Maintenance Supervisor. Must maintain professional relationships with fellow coworkers and administrators. Performs entry-level building maintenance and construction work. Work involves performing and assisting in maintaining and repairing buildings, utility systems, and stationary equipment; and operating motorized equipment. Works under supervision of the Maintenance Supervisor and directly reports to the Maintenance Supervisor Works with minimal latitude for the use of initiative and independent judgment. Performs routine skilled duties and skilled repairs in one or more maintenance construction trades (plumbing, electrical switches, ballasts, lights, etc.) for

equipment and building systems. May perform inspections of operating machinery, equipment, and utility systems to ensure efficient and safe operations.

MINIMUM QUALIFICATION

Completion of an eighth grade education, plus a minimum of a six month of work experience in building maintenance and/or repair. Skill in the use and maintenance of tools and equipment. The ability to communicate politely and effectively. Must have a Texas Driver license.

PREFERRED QUALIFICATIONS

Must have the ability and 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 ladders and other areas. Performs moderately complex work in caring for ground and buildings. Ability to lift heavy object, no more than seventy five pounds. Skill in the use and maintenance of tools and equipment. The ability to communicate politely and effectively.

Gardener/Grounds Keeper

Salary: \$7.63- \$8.43/hr.

Opened: 11/11/19

Posting # 11-0319

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 889

DUTIES AND RESPONSIBILITIES

Responsible for the general maintenance of the gardens, plants and lawns at the Center, Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, seed sowing, bed panting, use and maintenance of hand tools and basic light machinery, use cylinder and rotary mowers, trimmers, leaf blowers. Check for damage to any mover, report equipment malfunctions to supervisor.

MINIMUM QUALIFICATIONS

Completion of the eighth grade.

PREFERRED QUALIFICATIONS

Good communication skill. Ability to lift and manipulate heavy objects. Ability to read, understand, follow and enforce safety procedures. Ability to perform ground maintenance tasks.

CUSTODIAN

Salary: \$1,537.00/mo.

Opened: 06/25/21

Posting # 06-1021

Worksite: LAREDO, Texas

Closing Date: UNTIL FILLED

Position# 617

DUTIES AND RESPONSIBILITIES

Work involves cleaning and cleaning for center buildings and premises and maintaining custodial equipment.

MINIUM QUALIFICATIONS

Completion of an eighth grade education.

PREFERRED QULIFICATIONS

Basic experience in maintenance and custodian/housekeeping. Must have the ability and 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 necessary. Ability to lift heavy object, no more than one hundred pounds. Knowledge of cleaning techniques and procedures. Skill in the use of custodian materials and in the operation of vacuum cleaners, buffers, wet-dry pick-ups, automatic scrubbers, and related custodial equipment.

ABHU

SOCIAL SERVICE WORKER - TCOOMMI

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

Opened: 11/15/21

Posting # 11-1321

Worksite: Laredo Texas

Closing Date: UNTIL FILLED

Position# 443

DUTIES AND REPSONSIBILITIES

Performs complex social service work, performs intensive case management services for TCOOMMI. Probation individuals and provides skills training, or psychosocial rehabilitation services to meet the level of care authorized in the treatment plan in order to meet the needs of the assigned clients. Work involves collecting, preparing, and reviewing case data used to determine client eligibility for financial, medical, and/or social services. Works primarily with Level of CARE 3 clients, but can work with clients in all levels of care except for ACT clients. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Caseload will range between 20 and 25 individuals who are referred by the TDCJ-TCOOMMI Program and by our local State Probation Office.

MINIMUM QUALIFICATIONS

Bachelor's Degree in behavioral sciences psychology, sociology, counseling, or a field related to human behavior.

PREFERRED QUALIFICATIONS

Knowledge of the principles, methods, techniques and practices of mental health assessments and intervention; of function of social services or treatment facility; of community resources; of mental illness and emotional components of physical illness; and of the functioning of psychiatric inpatient facilities. Case management experience preferred. Experience in the field of mental health. Crisis intervention experience\knowledge.

SOCIAL SERVICE WORKER - RECOVERY COACH

Salary: \$2,838.00/mo. + Sign on Bonus

Opened: 11/3/2021

Posting #

Worksite: Laredo Texas

Closing Date: UNTIL FILLED

Position# 892

DUTIES AND REPSONSIBILITIES

The FEP Recovery Coach assists all First Episode Psychosis (FEP) participants, ages 15-30, to clarify their goals, cope with stressful situations, interact more effectively with other people, and in general overcome barriers to their recovery. Services are provided within a framework that is empowering and cultivates peer support through the use of structured behavioral interventions aimed at learning new skills and supporting behavior change. Recovery Coach provides general skills training including but not limited to, substance abuse prevention, anger management, stress reduction skills, social skills, suicide prevention and crisis management. Provides psychoeducation and support to participant's family in the form of individual and group sessions, support groups or workshops. Serves as the primary case manager for all cases. FEP Recovery Coach participates in weekly team meetings to report consumer's progress and needs and to develop, implement and modify treatment plans based on a shared decision-making process. Reports and documents all contacts with participants in a timely manner. Provides groups and community outreach presentations when needed. Is responsible to serve on the Crisis On-Call Rotation. Participates in continuing supervision, on-going trainings and team meetings with Team Leader. Will travel to other counties, when needed, to provide services to participants enrolled in FEP program.

MINIMUM QUALIFICATIONS

Bachelor's Degree in behavioral sciences (psychology, sociology, counseling etc.). Education or experience in working with mental health services. Ability to assess consumer's needs,

refer to other social service agencies and coordinate consumer services. Good communication skills and ability to communicate in English and Spanish. Must have a valid Texas Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of community resources. Familiarity with DSM-V use and knowledge of Schizophrenia Spectrum Disorder diagnoses. Experience in CBT, skills training or substance abuse counseling. Experience in leading support groups and doing community presentations. Experience in Treatment Planning and implementation. Skills in using computer and the internet.

REHABILITATION TECHNICIAN II

Salary: \$2,436.00/MO.

Opened: 10/27/21

Posting # 10-0821

Worksite: Laredo Texas

Closing Date: UNTIL FILLED

Position# 938

DUTIES AND RESPONSIBILITIES

Conduct outreach services to assist individuals who use substances, including populations who are marginalized or stigmatized, experiencing housing instability or homeless, injecting substances, live with or at risk of Hepatitis C Virus (HIV) or Human Immunodeficiency Virus (HIV), experience greater barriers to entering treatment or recovery services, and those seeking to enhance their recovery capital and maintain their recovery from substance use disorders. This position will provide education to eligible participants on HIV, HCV; communicable diseases associated with substance use and are able to demonstrate ability to discuss sexually related materials openly and comfortably. Will be knowledgeable and competent in discussing opioid overdose and be able to demonstrate ability to train individuals to use overdose reversal medications and harm reduction materials. This position is required to obtain and maintain the required CHW program certification in good standing for the duration of employment. This position will always work in pairs or teams while in the community or streets while conducting outreach services. This position will address behavioral health disparities in the program service areas, increase opportunities for substance users, including opioid users, to reduce harm related to substance use. This position will assist individuals to increase retention in substance use and mental health services, will help individuals address any medical needs, and will assist individuals who desire to change and to build a foundation for their recovery. This position will coordinate and collaborate with community services to make referrals and linkage as necessary. Services may be provided face to face or via the use of telemedicine equipment as needed. Works under the supervision of the Program Director for Substance Use Disorder- Community Health Workers Program for administrative and managerial needs. This position works under general supervision with moderate latitude for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school or GED, plus two (2) years of work experience providing vocational, psychosocial, or related habilitation or rehabilitation assistance. Each year (30 semester hours) of accredited college work in a related field may substitute for the required work experience on a year for year bases.

PREFERRED QUALIFICATIONS

Knowledge of community resources, of case management principles, objectives, standards and methods, and of program policies and procedures. Ability to communicate effectively, both verbally and in writing. Skills necessary to read, understand, and act upon written material. Ability to provide information on health-related issues. Ability to self-initiate work responsibilities. Ability to work in a variety of environments and with flexible time schedules.

Ability to foster and maintain positive work relationships with community agencies and internal and external providers.

SOCIAL SERVICES WORKER

Salary: \$2,838.00 - \$3,016.00/mo. + Sign On Bonus

Worksite: Laredo

Texas

Opened: 9/29/21

Closing Date: UNTIL FILLED

Posting # 09-0821

Position# 855

DUTIES AND RESPONSIBILITIES

Work involves collecting, preparing, and reviewing case data used to determine client eligibility for financial, medical, and/or social services. Works primarily with Service Level 1 and 2 consumers. Responsible for handling a workable caseload, which includes coordinating and linking to meet treatment goals. Responsible for participating on an on-call rotation basis for after-hours crisis assessments. Completes all relevant assessment documents, to include the ANSA, and submits the information in a timely manner. Must become certified to complete the state approved ANSA. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in social work, psychology, or a field related to human behavior. Effective communication and social interaction skills in dealing with adults.

PREFERRED QUALIFICATIONS

Knowledge of community resources; of case management principles, objectives, standards and methods; and of program policies and procedures. Ability to communicate effectively in English and Spanish; to assess client needs; to coordinate client services; to provide guidance to other staff when needed. Knowledge of interviewing techniques; and of casework documentation requirements. Ability to work flexible hours including evenings and weekends. Knowledge of mental illness, substance abuse and the emotional components of physical illness. Ability to work with minimal supervision.

SOCIAL SERVICES WORKER (LOC-3)

Salary: \$2,838.00 - \$3,016.00/mo. + Sign On Bonus

Worksite: Laredo

Texas

Opened: 9/29/21

Closing Date: UNTIL FILLED

Posting # 09-0721

Position# 363

DUTIES AND RESPONSIBILITIES

Conduct clinical screenings, assessments, and service eligibility based on consumer needs. This individual will be responsible to coordinate, link, and authorize appropriate services, and to monitor the progress of those individuals in meeting recovery goals. Delivers interventions such as case management, psychosocial skills, group/individual sessions, crisis resolution, and discharge planning base on the need of the particular unit. The worker will ensure that all cases have an updated recovery plan, ANSA, authorizations, financials, diagnostic assessments, all necessary forms and that all service records are submitted by 12 noon the next business day. This individual will also serve on the ABHU crisis on-call rotation. Worker will adhere to the facility productivity standards depending on the program assigned to at each month. Worker will ensure that all consumers' service packages are serviced as per the required average hours each month.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in social work, psychology, or a field related to human behavior. Effective communication and social interaction skills in dealing with adults.

PREFERRED QUALIFICATIONS

Knowledge of community resources; of case management principles, objectives, standards and methods; and of program policies and procedures. Ability to communicate effectively in English and Spanish; to assess client needs; to coordinate client services; to provide guidance to other staff when needed. Knowledge of interviewing techniques; and of casework documentation requirements. Ability to work flexible hours including evenings and weekends. Knowledge of mental illness, substance abuse and the emotional components of physical illness. Ability to work with minimal supervision.

DIRECTOR OF NURSING

Salary: DOE

Opened: 1/28/19

Posting # 01-0319

Worksite: Laredo Texas

Closing Date: UNTIL FILLED

Position# 764

DUTIES AND RESPONSIBILITIES

Providing oversight to all BRBHC nursing staff, excluding advance practice nurses, in all counties served. Responsible for the coordination of care and the coordination of care and the delivery of nursing services in all counties. Will participate as a member of the quality management team to ensure that all nursing process are reviewed and analyzed which could lead to performance outcomes. Participate as a member of the management team that promotes recovery, fosters resilience, person centered and consumer, family driven care. Responsible for reporting health care needs\or issues to the appropriate person and creating care plans that accurately and definitively direct the implementation of all necessary care. Provides supervision to all adult outpatient mental health clinic staff in Webb Co. Work in coordination with other disciplines and all Adult Behavioral Health Unit Director to insure communication is place to provide a most consistent, highest quality interdisciplinary guide care for all persons served. Responsible for the coordination of clinical death reviews. Duties are performed as recommended, prescribed, or referred and approved by the Medical Director and other professional personnel.

MINIMUM QUALIFICATIONS

Licensed through the Texas State Board of Nurse Examiners (TSBNE) as a Registered Nurse (RN), plus four (4) years of experience as an RN in a recognized health agency, hospital, or health care facility. OR, a bachelor's degree in nursing from a program accredited by the TSBNE or equivalent, plus licensure through the TSBNE as an RN and three (3) years of work experience as an RN in a recognized health agency, hospital or health care facility. OR, a master's degree in nursing from a program accredited by the TSBNE or equivalent, plus license through the TSBNE as an RN and (1) year of work experience as an administrative RN. Be registered as a Register Nurse in the State of Texas.

PREFERRED QUALIFICATIONS

Minimum a of two (2) years' experience in a supervisor role; 2 years working directly with clients diagnosed with mental health disorders. Knowledge skills and abilities in delivering treatment and supervising treatment of clients with substance use disorder and mental health disorders. Knowledge skills and abilities in providing and supervision others in a trauma informed care environment; knowledge skills and abilities in organizing, implementing; and supervising quality management processes and principles; knowledge and skills in the provision of direct care and the supervision of care in Mental Health crisis services. Ability to speak, read and write both English and Spanish; Ability to interact effectively and communicate with families, consumers and coworkers.

PROGRAM ADMINISTRATOR III

Salary: \$3,309.00 - \$5,657.00/MO.

Opened: 11/18/19

Posting # 08-0618

Worksite: Rio Grande City, Texas

Closing Date: UNTIL FILLED

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. Assist the Outlying Counties Supervisor 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. 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.

INTELLECTUAL, DISABILITY & DEVELOPMENT DEPT

LA LEAD CRISIS INTERVENTION SPECIALIST

Salary: \$3,209.00 - \$3,412.00/MO.

Opened: 12/3/21

Posting # 12-0121

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 760

DUTIES AND RESPONSIBILITIES

Crisis Intervention Specialist provides information about Intellectual and developmental disability (IDD) programs and services to person's with IDD and their families and IDD providers in the local service area. LCIS collaborates with LIDDA staff and Transition Support Team members and Private Providers to identify persons with IDD who are at risks of requiring crisis services to provide preventing strategies, promoting coping skill and trainings and supports needs for identified individuals to live in the community. Provides education about the manner in which to engage persons with IDD and their unique needs to MCOT, law enforcement and other as appropriate

In addition LCIS will collaborate with law enforcement by utilizing MBOW to review TLETS jail match reports and assisting in discharge planning for persons processed into correctional institutions who have been identified as receiving services from LIDDA in the past 3 years Works requires aggressive intervention and frequent in-person contacts with individuals, families and service providers. The job requires extensive travel in the community. Works under moderate supervision with limited latitude for the use of initiative independent judgment. The job requires the ability to read and interpret documents, such as safety rules, operating instructions, maintenance instructions and procedure manuals. In addition, it requires the ability to write routine reports and correspondence. Bilingual (English and Spanish).

MINIMUM QUALIFICATIONS

Bachelor's Degree with a major in social work, psychology, or a field related to human behavior. Lead Crisis Intervention Specialists must be a QIDP and in addition have (2) two years of experience working with individuals with IDD who has Mental Health or Behavior support needs.

PREFERRED QUALIFICATIONS

Experience with IDD programs and services. Knowledge of community resources, service coordination delivery system, and program procedures. Ability to communicate effectively to assess and coordinate consumer's needs. Experience working with individuals with Intellectual and Developmental Disabilities. Computer knowledge. Ability to organize time, work independently, keep accurate records/statistics. Must maintain a valid and in "good standing" current Texas Driver's License. Ability to communicate effectively in English, orally and in writing. Ability to communicate effectively in Spanish. Knowledge in data gathering, recording and reporting procedures. Knowledge of Basic Behavioral Modification techniques. Ability to exercise leadership without close supervision/ make decisions.

QM MANAGER

Salary: \$3,518.00 - \$3,744.00/MO.

Opened: 11/19/21

Posting # 11-1621

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 934

DUTIES AND RESPONSIBILITIES

This position reports directly to the IDD Director and QM Director. Assists in the implementation and on-going quality management program for IDD services designed to objectively and systematically monitor and evaluate the quality and appropriateness of services and pursue opportunities to improve services and programs. Assures IDD program complies with Performance Contract requirement, HHSC Best Practices, HCS and TxHmL Billing Guidelines and Texas Administrative Codes for CFC, HCS, TxHmL, PASRR, TLETS, Continuity of Care, Diagnostic Assessments, Crisis and Service coordination for Individuals with IDD. Assist in the NCQA certification. Works requires aggressive intervention and frequent in-person contacts with Direct Care Providers, Service Coordinators, IDD Supervisors and HHSC personnel. QM Manager will be responsible to provide required training for the IDD department according to Manager's needs. The job requires extensive travel in the community and to the outlying counties. Works under moderate supervision with limited latitude for the use of initiative independent judgment.

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university with a major in social, behavioral, or human services, plus four (4) years of experience in IDD Programs.

PREFERRED QUALIFICATIONS

Knowledge of Performance Contract requirements, delivery systems, and programs' policies and procedures to identify problems and devise solutions.

Knowledge in research methods, gathering, collecting, managing, verification and analyzing data;

Extensive skills in the use of electronic data and/or word processing equipment and software.

Proficient in the use of MS Word, Excel, MS Access.

Ability to interpret data and write reports to evaluate system effectiveness, regulations and procedure manuals.

Ability to write statistical routine reports and correspondence.

Bilingual (English and Spanish).

Knowledge of local and federal laws and regulations relevant to program area;

Ability to interpret regulations and train BR IDD staff to develop effective process to

implement new systems as necessary.

SOCIAL SERVICE WORKER (LA-IDD CSSP)

Salary: \$2,838.00 - \$3,016.00/MO. +Bonus **Worksite: Laredo, Texas**
Opened: 11/15/21 **Closing Date: UNTIL FILLED**
Posting # 11-1021/11-1121 **Position# 607**

DUTIES AND RESPONSIBILITIES

Service Coordinator works directly with people with disabilities performs service coordination to assist assigned individuals in gaining access to medical, social, educational and other needed services. Works requires aggressive intervention and frequent in-person contacts with individuals, families and service providers. The job requires extensive travel in the community. Works under moderate supervision with limited latitude for the use of initiative independent judgment.

MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college or university with a major in social work, psychology, or a field related to human behavior.

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 documents, such as safety rules, operating instructions, maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Bilingual (English and Spanish).

ADMINISTRATIVE TECHNICIAN I (MEDICAL RECORDS)

Salary: \$1,921.00 - \$2,036.00 –MO. **Worksite: Laredo, Texas**
Opened: 11/15/21 **Closing Date: UNTIL FILLED**
Posting # 11-0821 **Position# 586**

DUTIES AND RESPONSIBILITIES

Performs complex administrative support and/or technical program assistance work. As Medical Record staff will be responsible for documentation filing in appropriate charts/file according to programs TACs or Performance Contract requirements Responsible to purge Authority and Provider's charts accordingly to audit dates. Making sure the filing is up to each chart protocol. In addition will assist Program Managers on assuring documentation is up to standards. Responsible for initiating the open and closure procedures of all individual's records. In addition Work involves assisting in the technical support of the operations of HCS, TxHmL, PASRR, Continuity of Care and CFC Programs. Performs data entry operations, billing record keeping and reporting and transcribes meeting minutes. Prepares and submits sign in sheets for payroll purposes on a timely basis. Provides administrative support for IDD program. Will work under the general supervision of the Support Services Supervisor.

MINIMUM QUALIFICATIONS

Any combination of education and experience equivalent to a High School graduation or GED, plus five (2) years' experience in the field of work related to the duties of the position.

PREFERRED QUALIFICATIONS

- Knowledge of Medical Records keeping.
- Interpret and follow TACs program procedures.
- Ability to read and interpret documents, such as safety rules and procedure manuals.
- Ability to write routine reports and correspondence.

- Working knowledge of office practices and administrative procedures.
- Working knowledge of BR and IDD rules, regulations, policies and procedures.
- Skills in the use of Computer systems and/or word processing equipment and software.
- Ability to establish and maintain effective working relationships with supervisors and co-workers; and to deal with the public.
- Ability to communicate effectively Bilingual (English and Spanish).

CASE MANAGER (TxHML CASE COORDINATOR)

Salary: \$2,295.00 - \$2,436.00/mo.

Worksite: Laredo, Texas

Opened: 10/28/21

Closing Date: UNTIL FILLED

Posting # 10-0821

Position# 619

DUTIES AND RESPONSIBILITIES

Ensure the effective and continuous provision of quality services as outlined in each consumer's PDP, IPC and IP. Conducting monthly chart audits to ensure that all relevant documentation is in the charts. Meets with providers as necessary to develop justifications for service hours. Attends staffing meetings, collects strategies and methodologies from each provider. Support Coordinator essential tasks/responsibilities include assisting Provider's Supervisor in QM audits, develops the Implementation Plan, Individual Plan, ID/RC, ICAPs Increase/decrease of LON. Complies with all HCS principles and billing guidelines. In addition will assist in the supervision of Host Companion and Specialized Contract staff. Case Coordinator must attend the PDP and CFC training and able to identify the needs of consumers so that training strategies can be established. Works under moderate supervision with moderate use of initiative and independent judgment.

MINIMUM QUALIFICATIONS

Associate Degree from an accredited college or university with a major in social, behavioral, or human services, Additional related worked experience may substitute for the required education on a year to year basis with a maximum substitution of 2 years. Each additional year (30 semester hours) of accredited college work in a related field may substitute for the required work experience on a year for year basis.

PREFERRED QUALIFICATIONS

- Computer knowledge.
- Ability to organize time, work independently, keep accurate records/statistics.
- Must be able to work under stress.
- Must maintain a valid and in "good standing" current Texas Driver's License.
- Ability to communicate effectively in English, orally and in writing.
- Ability to communicate effectively in Spanish.
- Knowledge in data gathering, recording and reporting procedures.
- Knowledge of Basic Behavioral Modification techniques.
- Ability to exercise leadership without close supervision/ make simple decision.
- Basic knowledge in areas of Mental Retardation.

ADMINISTRATIVE TECHNICIAN

(INTELLECTUAL AND DEVELOPMENTAL DISABILITIES [IDD] BILLING)

Salary: \$1,716.00 - \$1,812.00/mo.

Worksite: Laredo, Texas

Opened: 09/17/21

Closing Date: UNTIL FILLED

Posting # 09-0421

Position# 978

DUTIES AND RESPONSIBILITIES

Work involves detailed assignment in the Home Community Services (HCS), Texas Home Living (TxHml) and Preadmission Screening and Resident Review (PASRR) billing, reporting

and financial records keeping. Performs back-up data entry operations in Cerner for Health and Human Services Commission General Revenue (HHSC GR), Community First Choice (CFC), PASRR TxHmL and HCS Programs, Assists with preparing and submitting sign in sheets or time logs for payroll purposes on a timely basis. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS

A High School graduation or GED, plus two (2) years' experience in the field of work related to the duties of the position.

PREFERRED QUALIFICATIONS

Ability to interpret and follow Texas Administrative Code (TAC) program procedures. Ability to read and interpret documents, such as safety rules and procedure manuals. Ability to write routine reports and correspondence. Working knowledge of office practices and administrative procedures. Working knowledge of agency rules, regulations, policies and procedures. Skills in the use of Computer systems and/or word processing equipment and software. Ability to establish and maintain effective working relationships with supervisors and co-workers; and to deal with the public. Ability to communicate effectively in English and Spanish.

**THERAPIST TECHNICIAN V
(DAY HAB SUPERVISOR)**

Salary: \$12.47-\$14.02.00/hr.

Opened: 6/19/20

Posting # 06-0420

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 496

DUTIES AND RESPONSIBILITIES

The Home Community Services (HCS) day habilitation supervisor is responsible for the provision of services to consumers from the Health and Human Services Commission's (HHSC) Texas Home Living (TxHmL) and HCS Programs for Day Habilitation, Supported Employment, Personal Assistance Services Habilitation (PAS\HAB), transportation and respite services. HCS Day Habilitation supervisor is under the supervisor of the HCS program 548,579manager. Essential tasks\responsibilities include the approval and submission of the weekly billing records, monthly\weekly schedules, implementation of objectives outlined in implementation plans, reviews and submission of monthly tacking sheets, monthly behavior modification data and any other documentation as needed. Day Habilitation supervisor will assist the Program Manager\Intellectual and Developmental Disabilities Director in Quality Management (QM) audits and any reports requested. As needed the supervisor will provide direct care services.

MINIMUM QUALIFICATIONS

Have a High school or GED, plus two years of experience assisting in therapeutic activities. Successfully completion of a Therapist Technician program may substitute for six months of experience. Exercising leadership\ability to make simple decision. Must have a Current Texas Driver license.

PREFERRED QUALIFICATIONS

Computer knowledge. Ability to organize time, work independently, keep accurate records\statistics. Must be physical and mentally capable of performing assigned duties. Must be able to work under stress. Knowledge in data gathering, recording and reporting procedures.

Basic knowledge in areas of Developmental Disabilities. Ability to perform simple or routine duties exercising leadership without close supervision\make simple decisions. Ability to communicate effectively with clients/staff/parents/LAR's.

PATIENT CARE**Salary: \$12.00\Hr.****Opened: 10/6/20****Posting # --****Worksite: Laredo, Texas****Closing Date: UNTIL FILLED****Position#546,575,506,749,495,292,
584,549,493,649,378,470,635,381,
254, 548, 579****DUTIES AND RESPONSIBILITIES**

The Patient Care is responsible for direct care supervision of consumers receiving services from the HHSC, TxHmL and HCS, Day Hab Program. Trains consumers in the areas of Community Support, Independent Living Skills, Functional living skills and Supported Employment. The Therapist Tech must be flexible to work different schedule as requested by supervisor to provide Respite Services. The Therapist Tech must be able to identify the needs of consumers so that training strategies can established. Works under general supervision of Day Habilitation or HCS Supervisor and will use limited freedom for the use of initiative and independent judgment. Able to work variable schedule weekends, evenings and holidays.

MINIMUM QUALIFICATIONS

Have a High school or GED. Must have a Current Texas Driver license.

PREFERRED QUALIFICATIONS

Computer knowledge. Ability to organize time, work independently, keep accurate records/statistics. Must be physical and mentally capable of performing assigned duties. Must be stress able to work under stress. Must have a current Texas Driver license.