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

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
<th>Minimum Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STAFF PSYCHIATRIST</strong></td>
<td><strong>SALARY: DOE</strong></td>
<td>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 &amp; Adolescent Psychiatry.</td>
</tr>
<tr>
<td><strong>BOARD CERTIFIED PSYCHIATRIC NURSE PRACTITIONER</strong></td>
<td><strong>SALARY: DOE</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>REGISTERED NURSE</strong></td>
<td><strong>SALARY: $69,949.00 – 81,096.00$/DOE +Sign on Bonus</strong></td>
<td>Have a Licensed through the Texas State of Nurse Examiners (TSBNE) as a Registered Nurse (RN).</td>
</tr>
<tr>
<td><strong>LVN</strong></td>
<td><strong>SALARY: $44,928.00- $59,736.00/DOE +Sign on Bonus</strong></td>
<td>Licensed to practice as a licensed vocational nurse in the State of Texas.</td>
</tr>
<tr>
<td><strong>PATIENT CARE TECHNICIAN-TT I</strong></td>
<td><strong>SALARY: $12.85\HR.</strong></td>
<td>Have a High school or GED.</td>
</tr>
</tbody>
</table>
SOIAL SERVICES WORKER
SALARY: $3,016.00/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: $59,088.64 - $69,759.87 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

ADMINISTRATION

ADMINISTRATIVE TECHNICIAN IV – DIRECTOR’S OFFICE
Salary: $1,921.00 - $2,669.00/mo. Worksite: Laredo, Texas
Opened: 3 / 18 / 22 Closing Date: UNTIL FILLED
Posting # 05-0421 Position #:  111 (Full time)

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.

### MEDICAL RECORDS

<table>
<thead>
<tr>
<th>ADMINISTRATIVE TECHNICIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary:</strong> $1,812.00/MO.</td>
</tr>
<tr>
<td><strong>Opened:</strong> 6/8/22</td>
</tr>
<tr>
<td><strong>Posting #03-132</strong></td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**
Medical records administrative technician will perform routine clerical work and data entry for the medical record unit. Work involves filing, entering and retrieving data from computerized programs, scanning, releasing medical records information, maintaining and tracking files/logs and receiving unit calls. Will be responsible for opening case assignments and will do case inactivation. Will maintain a log of all information being release using the SSI website, Distributes correspondence and paperwork to internal and external offices. Works under the general supervision of the Medical Records Supervisor.

**MINIMUM QUALIFICATIONS**
A high school diploma or GED equivalent, plus One year of clerical or secretarial work experience.-OR-One semester of accredited college or vocational/technical work in data entry may substitute for six months of the required work experience.

**PREFERRED QUALIFICATIONS**
Type at least 35 wpm and knowledge in the use of word processing/spreadsheet software(s). Ability to organize work independently and utilize work time efficiently. Proper telephone etiquette. Must be bilingual (English and Spanish). Knowledge in business terminology, office practices and procedures. Ability to accept constructive feedback and utilize it for professional growth. Ability to interact (work) productively with co-workers and general public.

### 1115 Waiver\Primary Care

<table>
<thead>
<tr>
<th>CERTIFIED MEDICAL ASSISTANT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary:</strong> $1,921.00 - $2,295.00/MO.</td>
</tr>
<tr>
<td><strong>Opened:</strong> 05/10/2022</td>
</tr>
<tr>
<td><strong>Posting #04-0622</strong></td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**
This position assists in the operation of the medical services for Primary Care and HB13 services. This position performs within the framework of the organization’s philosophy and objectives and under the direction of the 1115 Waiver Program Director. The Medical Assistant assists the HB13 South Texas Traveling Healthcare Team in performing routine administrative, medical care duties associated with caring for the patient. The Medical Assistant will work together with other Border Region Behavioral Health Center staff and
Medical providers to ensure total health care for persons served. This position will track patient care and provide physical health education as needed. Will use electronic medical records. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS
- High school diploma or GED
- Medical Assistant certificate from an accredited Medical Assistant Training
- If not certified, minimum 2 years of experience

PREFERRED QUALIFICATIONS
- Class C operator’s license with evidence of a good driving record
- Knowledge of local community resources; ability to refer and schedule patients
- Ability to communicate effectively; to assess client needs; to coordinate client services; to provide guidance to other staff.
- Ability to screen and prepare patients for medical providers
- Ability to perform vital signs, electrocardiograms, visual and audio testing, peak flow meter and document patient complaints
- Ability to assist medical providers during patient examinations and treatment
- Ability to handle telephone calls from patients, pharmacy and laboratory and exceptional customer service
- Ability to maintain inventory of supplies, obtains & reviews the daily schedule of patients and ensures all appropriate preparations are in place to facilitate efficient patient flow for the day.
- Able to administer injections and vaccination as requested by medical provider
- Able to assist with maintenance of equipment, supplies and treatment rooms
- Able to adjust to changing situations, ability to handle multiple tasks in a busy environment and see them through to completion
- Knowledge of interviewing techniques, ability to complete appropriate portion of EMR sections; patient’s smoking status, allergies, medication list.
- Previous experience in coordinating care in a physical health system
- Ability to maintains safe, secure, and healthy work environment by establishing and following standards and procedures; complying with legal regulations
- Ability to accepts all other duties & responsibilities as assigned and in a positive manner
- Ability to communicate verbally in English and Spanish.
- Able to use computers efficiently and use of electronic medical records

ACCOUNTING\BUDGET

REIMBURSEMENT\BILLING SPECIALIST
Salary: $3,630.00 -$4,246.00/MO. Worksite: Laredo, Texas
Opened: 6 / 3 / 22 Closing Date: UNTIL FILLED
Posting # 06-0322 Position # 148 (Full time)

DUTIES AND RESPONSIBILITIES
Performs billing tasks and procedures integrating state mandated operations with BRMHMR processes in the preparation and maintenance of insurance billing. Duties consist posting payments. Manage the MCO Generator with submission of Authorization for services to the Managed Care Companies. Utilization of Anasazi Software for data. Work under the supervision of the Chief Fiscal Officer. Accuracy is of prime importance, with work being subject to review and audit at any time. Will utilize computer and other accounting office equipment.

MINIMUM QUALIFICATIONS
Graduation from an accredited high school or GED, plus two (2) years of work experience in clerical or secretarial duties. One (1) semester (15 semester hours) of accredited college work in a related field may substitute for each six (6) months of the required work experience. 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
Knowledge of business or program terminology, office procedures, spelling, punctuation, grammar and arithmetic; of records administration and maintenance techniques and procedures. Skill in using a calculator or adding machine, personal computer, copier and facsimile. Ability to train and/or supervise others: to make arithmetic computations: to prepare and maintain detailed records, files and reports; to type accurately at a speed consistent with work requirements and to maintain files.

<table>
<thead>
<tr>
<th>CHIEF FINANCIAL OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: DOE</td>
</tr>
<tr>
<td>Worksite: Laredo, Texas</td>
</tr>
<tr>
<td>Opened: 4/11/22</td>
</tr>
<tr>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Posting # 04-0522</td>
</tr>
<tr>
<td>Position # 223 (Full time)</td>
</tr>
</tbody>
</table>

DUTIES AND RESPONSIBILITIES
The position is responsible for the development of goals, objectives, strategic planning, fiscal, and facilities planning, and other managerial responsibilities to ensure compliance with the Performance Contract, Administrative Rules, Federal Laws/Regulations State Laws, Generally Acceptable Governmental Accounting Standards and other policies and procedures. The position serves on the Executive management team, develops Center-wide plans, and assists with implementation and monitoring as appropriate for the Accounting, Billing, Accounts Payable, Accounts Receivable, Contracts Management, Center Budgets, Purchasing & Supply, Cashier, and Client Benefits Departments. Functions include Inventory, Internal Controls and External Audits. The position is responsible for providing Center-wide leadership for formulating plans for support systems and financial planning. Performs complex management activities that provide direction for the Center. Work involves a thorough understanding of behavioral health care systems, financial management and reporting, billing rules and procedures, of State, local and federal laws regulating the behavioral health care industry, and the DADS & DSHS Performance Contract provisions. The position must be able to develop comprehensive and complete policies and procedures, review changes in applicable rules, laws, and standards, and make necessary systemic changes to maintain compliance. The position will develop, review, monitor and approved unit program and facility budgets; will develop and distribute accurate and timely reports related to revenue streams and expenses; and maximizing the fiscal viability and strength of the Center. CFO will collaborate and cooperate with Management Team and other Center staff to ensure both vertical and horizontal integration of services planning, development, and implementation throughout the Center's local service area. This position reports to the Executive Director.

MINIMUM QUALIFICATIONS
Bachelor's degree in an area of study applicable to the field of Management or Accounting. Five (5) years of progressive supervision and management experience in the area of facilities management. At least two years of experience must be at the executive management team level.

PREFERRED QUALIFICATIONS
Knowledge of local, State and Federal laws and regulations relevant to accounting practices and reporting, human resources, information technology, risk management, medical records, and facilities management. Knowledge of the principles and practices of general public administrations and management. Ability to work independently, supervise the word of others, and complete necessary documentation for Positive Performance and shaping
assigned employees work performance and behaviors. Ability to develop, interpret, and apply policies and procedures, rules and regulations and laws and to convey to assigned personnel. Ability, knowledge, and abilities to developing and implementing fiscal service goals and objectives to meet the mission statement and needs of the Center. Knowledge, skills, and abilities to devise immediate solutions and be proactive in dealing with administrative and managerial problems and issues. Ability to read, write and compose concise reports, policies and procedures and other written documents used to guide financial and support services delivery and meet the needs and mission of the Center and Division. Knowledge of general practices of the ABHU/IDD programs and services. Ability to foster and maintain positive work relationships with department and external auditors. Ability to exercise good judgment and discretion in all aspects of work, administration, and management. Knowledge and practical application of ABHU/IDD Community Standards, Performance Contract, Local and Strategic Plans and other documents guiding the Center. Knowledge of principles of budget development, approval and monitoring and ability to maintain strict compliance with budgetary requirements and limits. Ability to synthesize, analyze and interpret data and use analysis in direct application to making Center and program changes and recommendations for change. Knowledge of acceptable human resources practices, laws, and benefits issues. Practical knowledge of medical records rules, policies and procedures to safeguard confidential consumer data.

CLERK IV (CASHIER)
Salary: $1,621.00 - $2,036.00/MO. Worksite: Laredo, Texas
Opened: 3/24/22 Closing Date: UNTIL FILLED
Posting #03-1622 Position # 207 (Full time)
DUTIES AND RESPONSIBILITIES
Performs cashier, payroll distribution, mailroom, secretarial, and accounting duties. Work involves receipt and deposit of funds, maintenance of petty cash funds, preparation and distribution of payroll and other payments as may apply, mailroom duties, secretarial support for accounting and other tasks as assigned. Reviews invoices and receipts for accuracy and unauthorized charges. Reviews and reconciles credit card statements. Maintains check-out logs for back credit cards, gasoline credit cards, and fleet keys. Works under the supervision of the Chief Budget Officer and/or designated supervisor.

MINIMUM QUALIFICATIONS
Graduation from an accredited high school or GED, plus 1 year of work experience as cashier.

PREFERRED QUALIFICATIONS
One year of work experience in cashier, accounting, clerical and/or secretarial duties. One (1) semester (15 semester hours) of accredited college work in a related field may substitute for the required work experience. Additional related work experience may substitute for the required education on a year for year basis with a maximum substitution of two (2) years.

ACCOUNTANT III
Salary: $2,436.00 - $3,111.00/MO. Worksite: Laredo, Texas
Opened: 12/3/21 Closing Date: UNTIL FILLED
Posting #12-0321 Position # 319 (Full time)
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.

CCBHC-E Grant

SOCIAL SERVICE WORKER (CAPS)
Salary: $3,016.00 + Sign on bonus
Worksite: Laredo, Texas
Opened: 6/3/22
Closing Date: UNTIL FILLED
Posting # 06 - 0422  Position# 965  (Full time)

DUTIES AND RESPONSIBILITIES
Case Coordinators (CC) coordinate access to medical services, dental services and increase continuity of care by managing relationships with tertiary care providers, transitions-in-care, and following referrals to other allied health professional care for the physical health needs of BRBHC consumers. Care coordinators coordinate, promote timely access to appropriate care, increase utilization of preventative care, reduce emergency room utilization and hospital readmissions, and increase health comprehension through culturally and linguistically appropriate education, case management, and medication training and supports.

Care coordination requires closing the loop on referrals, exchanging records of services among providers, tracking transitions of care (admissions to and discharges from high levels of care), and active follow-up. BRBHC’s goal will be to facilitate efficient and relevant care along with smooth transitions between providers as it relates to the individual’s identified needs, such as:

- Mental health
- Substance use/COPSD needs
- Physical health
- Veteran services
- Social services
- Educational
- Housing
- Employment
- Counseling Services
- Transportation Services
- Other relevant services are coordinated.

Care Coordinators (CC) coordinate access to physical healthcare by arranging and tracking appointments, educating clients/families/LARs about health matters and coordinating services for other aspects of BRBHC consumers’ wellbeing. Care Coordinators (CC) will
conduct one-on-one extended client/families/LAR meetings. Care Coordinators (CC) will follow-up with clients, families, caregiver(s), providers, and community resources to ensure referrals and appointments are scheduled to include obtaining, managing and tracking annual physical health exams, medical history and physical exams, medications/prescriptions, injections, laboratory tests, and any other medical services required or directed by physician orders.

Care Coordinators (CC) assist with providing community education and will document indicators of consumers’ health status. Care Coordinators (CC) may perform other office duties with priority being tasks in support of services focused on care coordination.

Care Coordinators (CC) strive to provide information needed by the reimbursement department to optimize appropriate agency income for the health care services provided. The job requires local travel for community-based service provision and also some flexibility in work hours and schedule. The Care Coordinators (CC) has no financial responsibility; however, he/she is accountable for assigned property. This position reports directly to the Assistant Program Administrator. Care Coordinators (CC) constantly exercise vigilance in maintaining confidential files and reports.

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 laws, regulations, policies and other guidelines necessary for this position description in accordance with the following:
- Community Services Policies and Procedures
- Human Rights
- Motivational Interviewing & SBIRT
- Bilingual in English and Spanish language
- Ability to work cooperatively in a team setting
- Ability to communicate effectively; both oral and written
Knowledge of Medicare, Medicaid and private insurance practices and procedures.

LPC/LPHA PROGRAM SPECIALIST (SERVICE ACCESS)
Salary: $59,088.64 - $69,759.87/YR. + Sign on bonus
Worksite: Laredo, Texas
Opened: 5/16/22 Closing Date: UNTIL FILLED
Posting #0 5 - 0 5 2 2 Position# 957 (Full time)

DUTIES AND RESPONSIBILITIES
The Authorization Specialist (LPHA) is responsible for diagnostic assessments/review, treatment plan authorization/reviews, utilization management review, and Medicaid program planning and Medicaid policy-development, and interagency coordination. Will also be required to complete intake assessments and crisis intervention as needed. Intakes and crisis assessments are to be completed at the Center or other sites as needed. The authorization specialist reports directly to the clinical supervisor of service access. The authorization specialist submits all required information and documentation at the end of each service date. Will have crisis on-call duties for telephone consultations on a rotation basis. Submits all required information and documentation in a timely manner. May perform supervisory duties when needed to include clinical supervision. The Authorization Specialist must demonstrate Cognitive Behavioral Therapy competency by passing a tape review as outlined in the competency standards. May perform supervisor duties when needed to include clinical supervision.

MINIMUM QUALIFICATIONS
Master's degree from an accredited college or university with a major appropriate to the requirements of the position (degree in the Behavioral Sciences), plus (1) year experience. Must be Licensed Practitioner of the Healing Arts (LPC, LMSW-ACP, LCSW, or LMFT).

PREFERRED QUALIFICATIONS
Knowledge of the principles, methods, techniques and practices of mental health assessment and intervention; of use of the DSM-V of the function of social service or treatment facility; of community resources; of mental illness and emotional components of physical illness, and of the functioning of MHMR inpatient and outpatient facilities. Skill in interviewing; ability to communicate effectively in English and Spanish; Crisis Intervention. Ability to provide clinical supervision, professional consultation, and provide treatment plan review/ recommendations. Must also have ability to complete diagnostic interviews and render DSM-V diagnosis to include GAF.

PROGRAM SPECIALIST (LPHA/LPC)
Salary: $59,088.64 - $69,759.87/yr.+ Sign on bonus
Worksite: Laredo, Texas & Rio Grande City, Texas
Opened: 2/4/22  Closing Date: UNTIL FILLED
Posting # 06-052 /02-0255  Position# 960-Webb Co. (Full time)

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 filed related to the position. Experience with mental health assessment and psychosocial 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.

STARR CO.

SOCIAL SERVICE WORKER
Salary: $3,016.00/MO. + Sign On Bonus  Worksite: Rio Grande City, Texas
Opened: 5/11/22  Closing Date: UNTIL FILLED
Posting # 05-0222  Position# 822 (Full time)

DUTIES AND RESPONSIBILITIES
Performs routine social service and rehabilitation work. Collects, prepares, and reviews case data used to determine client eligibility for rehabilitation, financial, medical, and/or social services. Performs moderately complex rehabilitation work. Assists clients with the identification and management of symptoms of mental illness. Provides rehabilitative
training and community-based opportunities to acquire or improve skills in such areas as problem solving, accessing service, enhancement of social skills, and communicating effectively, development of support systems, community integration, independent living, coping, and employment related activities. Provides case management activities for adult clients. Ensures on-going service authorization, maintains documentation of services delivered within time frames, and explains program benefits and requirements to clients. Completes Adult Needs Strengths Assessment (ANSA) to determine level of care. Completes a recovery plan based on consumer’s needs. Describes other community services available to clients, documents case records and prepares appropriate reports. Completion or work requires use of established methods and/or techniques. Decisions are varied but based on well-defined guidelines. Provides crisis intervention services during the day and also serves on the on call rotation list for after hours, weekends, and holidays. Works under moderate supervision of Assistant Program Administrator in the adult unit and Program Administrator with limited latitude for 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. Texas Driver’s License. Experience in the field of mental health preferred

PREFERRED QUALIFICATIONS
- Experience working with adult population.
- Knowledge of the principles, methods, techniques and practices of mental health assessments and intervention; of function of social service or treatment facility; of community resources; of mental illness and emotional components of physical illness; and of the functioning of BRBHC inpatient facilities.
- Interviewing skills.
- Ability to communicate effectively, to assess client need, to coordinate client services,
- Ability to develop plans of treatment and to work independently as well as a team member.
- Ability to foster and maintain positive work relationships.
- Ability to exercise good judgment and discretion in all aspects of work.
- Ability to read, write, answer telephones, compose documents, type, and use computer.
- Knowledge, skills, and abilities to devise immediate solutions and be proactive in dealing with administrative and support functions and issues.
- Ability to interpret and apply policies and procedures, rules, regulations, and laws.
- Knowledge of community resources; case management principles, objectives, standards and methods.
- Knowledge of mental health assessments and interventions.
- Ability to communicate effectively in English and Spanish.
- Ability to work flexible hours including evenings, and weekends.

PSYCHIATRIC NURSE PRACTITIONER
Salary: $100,000.00 - $125,000.00\DOE -yr. Worksite: Rio Grande City, Texas
Opened: 02/24/22 Closing Date: UNTIL FILLED
Posting # 02-1222 Position# 984 (Full time)

DUTIES AND RESPONSIBILITIES
Work is performed under the supervision of the Medical Director and the Staff Psychiatrist assigned program site. Responsibilities include providing psychiatric care to assigned clients. Position ensures all activities support the mission, values and goals of BRBHC. Services include psychiatric evaluations, diagnosis, referral and recommendations for services, Court Ordered evaluations, and admissions for hospitalizations, medication management and other medical and psychiatric duties as assigned. Also responsible for certain administrative functions such as assisting with management of medication cost through effective writing of prescriptions and implementation of administrative and
management procedures and routine, for completion of medical records, physician notes, and other clinical documentation in compliance with established Center standards and time frames. Psychiatric services will be provided in the clinical setting in all counties served by BRBHC. Reports problems, issues and concerns related to operation and compliance of OPC to assigned supervisor and serves as an active member of the MH Division by attending scheduled OPC meetings and maintaining open and active communications with the manager and MH Director.

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 and administration of medication used in the field of psychiatry. Must have a valid TX Driver’s License.

PREFERRED QUALIFICATIONS
Knowledge of principles of the development, implementation and documentation of individualized care and treatment, state and Federal laws and professional standards related to psychiatric treatment. Ability to communicate verbally in English and willingness to expand knowledge & take additional training to learn to communicate in Spanish. Ability to evaluate clients set up and carries out an effective course of treatment utilizing the expertise of other clinical personnel with a minimum of direction. Work collaboratively with supervision psychiatrist and other professional groups. Able to use computers efficiently and use of electronic medical records. Maintains accurate records. Comply with laws, regulations and professional standards related to psychiatric treatment. Must maintain safe driving record to ensure continued coverage under Center's insurance carrier.

OPC

PSYCHIATRIC NURSE PRACTITIONER
Salary: $100,000.00 - $125,000.00/yr. Worksite: Laredo, Texas
Opened: 02/24/22 Closing Date: UNTIL FILLED
Posting # 02-1022 Position# 770 (Full time)

DUTIES AND RESPONSIBILITIES
Work is performed under the supervision of the Medical Director and the Staff Psychiatrist assigned program site. Responsibilities include providing psychiatric care to assigned clients. Position ensures all activities support the mission, values and goals of BRBHC. Services include psychiatric evaluations, diagnosis, referral and recommendations for services, Court Ordered evaluations, and admissions for hospitalizations, medication management and other medical and psychiatric duties as assigned. Also responsible for certain administrative functions such as assisting with management of medication cost through effective writing of prescriptions and implementation of administrative and management procedures and routine, for completion of medical records, physician notes, and other clinical documentation in compliance with established Center standards and time frames. Psychiatric services will be provided in the clinical setting in all counties served by BRBHC. Reports problems, issues and concerns related to operation and compliance of OPC to assigned supervisor and serves as an active member of the MH Division by attending scheduled OPC meetings and maintaining open and active communications with the manager and MH Director.

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 and administration of medication used in the field of psychiatry. Must have a valid TX Driver’s License.

PREFERRED QUALIFICATIONS
Knowledge of principles of the development, implementation and documentation of individualized care and treatment, state and Federal laws and professional standards related to psychiatric treatment. Ability to communicate verbally in English and willingness to expand knowledge & take additional training to learn to communicate in Spanish. Ability to evaluate clients set up and carries out an effective course of treatment utilizing the expertise of other clinical personnel with a minimum of direction. Work collaboratively with supervision psychiatrist and other professional groups. Able to use computers efficiently and use of electronic medical records. Maintains accurate records. Comply with laws, regulations and professional standards related to psychiatric treatment. Must maintain safe driving record to ensure continued coverage under Center's insurance carrier.

## SOCIAL SERVICE WORKER

**Salary:** $3,016.00/MO. + Bonus  
**Worksite:** Laredo, Texas  
**Opened:** 06/3/22  
**Closing Date:** UNTIL FILLED  
**Posting #:** 06-0222  
**Position #:** 606 & 187 (Full time)

### DUTIES AND RESPONSIBILITIES

Performs complex social service work. The social service worker provides case management activities for the child, adolescent & parent services (CAPS) unit; this position will be trained to conduct clinical screenings, assessments, and service eligibility based on client 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. Assists consumers with the identification and management of symptoms of mental illness. He/she will carry a minimum caseload of 50 and a maximum of 100 clients for case management and/or minimum of 60 cases for rehabilitative skills. The social service worker will ensure that all cases have an updated authorization (CANS), recovery plan, financial, diagnosis assessment and that all progress notes are submitted at the end of the day. This individual will also serve on the crisis on-call roster on a rotation basis. Worker may also be asked to provide services in any of the agency’s outlying counties which include: Starr, Jim Hogg, and Zapata Counties. The Social Service worker has no financial responsibility; however, he/she is accountable for assigned property. This position reports directly to the program administrator, or assistant program administrator.

### MINIMUM QUALIFICATIONS

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

### PREFERRED QUALIFICATIONS

- Experience working with children and adolescents
- Knowledge of community resources; case management principles, objectives, standards, and methods
- Ability to communicate effectively in English and Spanish
- Ability to work flexible hours including evening and weekends.

## PSYCHIATRIC NURSE PRACTITIONER

**Salary:** $100,000.00 - $125,000.00\DOE - yr.  
**Worksite:** Laredo, Texas  
**Opened:** 02/24/22  
**Closing Date:** UNTIL FILLED  
**Posting #:** 02-1122  
**Position #:** 985 (Full time)

### DUTIES AND RESPONSIBILITIES

Work is performed under the supervision of the Medical Director and the Staff Psychiatrist assigned program site. Responsibilities include providing psychiatric care to assigned clients. Position ensures all activities support the mission, values and goals of BRBHC. Services include psychiatric evaluations, diagnosis, referral and recommendations for services, Court
Ordered evaluations, and admissions for hospitalizations, medication management and other medical and psychiatric duties as assigned. Also responsible for certain administrative functions such as assisting with management of medication cost through effective writing of prescriptions and implementation of administrative and management procedures and routine, for completion of medical records, physician notes, and other clinical documentation in compliance with established Center standards and time frames. Psychiatric services will be provided in the clinical setting in all counties served by BRBHC. Reports problems, issues and concerns related to operation and compliance of OPC to assigned supervisor and serves as an active member of the MH Division by attending scheduled OPC meetings and maintaining open and active communications with the manager and MH Director.

**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 and administration of medication used in the field of psychiatry. Must have a valid TX Driver’s License

**PREFERRED QUALIFICATIONS**
Knowledge of principles of the development, implementation and documentation of individualized care and treatment, state and Federal laws and professional standards related to psychiatric treatment. Ability to communicate verbally in English and willingness to expand knowledge & take additional training to learn to communicate in Spanish. Ability to evaluate clients set up and carries out an effective course of treatment utilizing the expertise of other clinical personnel with a minimum of direction. Work collaboratively with supervision psychiatrist and other professional groups. Able to use computers efficiently and use of electronic medical records. Maintains accurate records. Comply with laws, regulations and professional standards related to psychiatric treatment. Must maintain safe driving record to ensure continued coverage under Center’s insurance carrier.

---

**PROGRAM SPECIALIST (LPHA/LPC)**

| Salary: $59,088.64 - $69,759.87/annual + Sign on Bonus |
| Worksite: Laredo, Texas |
| Opened: 09/17/21 | Closing Date: UNTIL FILLED |
| Posting # 09-0521 | Position# 661 (Full time) |

**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: $59,088.64 - $69,759.87/yr. + Sign on Bonus
Worksite: Laredo, Texas
Opened: 11/24/20
Posting # 11-1220
Closing Date: UNTIL FILLED
Position# 654 (Full time)

**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 UNI**

**MAINTENANCE TECHNICIAN I-IV**
Salary: $1,577.00- $2,295.00/mo.
Worksite: Laredo, Texas
Opened: 6/10/22
Posting #
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.

RN
Salary: $69,494.00 - $81,096.00/YR. + $3,000.00 Sign on Bonus
Worksite: Laredo, Texas
Opened: 3/8/22
Posting # 03-0222
Closing Date: UNTIL FILLED
Position# 931 (Full time)

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 an 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, plus two years of full-time experience as a practicing registered nurse in a recognized public health agency, hospital, or health care facility.

PREFERRED QUALIFICATIONS
Knowledge of local, state, and federal laws and regulations relevant to Mental Health CSU. Ability to interpret and apply policies and procedures, rules and regulations and laws. Knowledge, skills and abilities to devise immediate solutions and be proactive in dealing with nursing, administrative and support functions and issues. Prefer experience in a crisis stabilization unit.
LVN (WEEKENDS & NIGHTS)
Salary: $44,928.00 - $59,736.00/YR. + $2,000.00 Sign on bonus
Worksite: Laredo, Texas
Opened: 11/1/21 Closing Date: UNTIL FILLED
Posting # 11-0221/11-0121 Position# 917/915 (Full time)

DUTIES AND RESPONSIBILITIES
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.

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.

PROGRAM DIRECTOR
Salary: $61,728.00/ DOE Worksite: Laredo, Texas
Opened: 4/19/21 Closing Date: UNTIL FILLED
Posting # 04-1121 Position# 898 (Full time)

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.

YES WAIVER

<table>
<thead>
<tr>
<th>PARA-PROFESSIONAL AIDE</th>
<th>Worksite: Laredo, Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: $12.85/HR.</td>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Opened: 6/10/21</td>
<td>Position# 730 (Full time)</td>
</tr>
<tr>
<td>Posting # --</td>
<td></td>
</tr>
</tbody>
</table>

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.

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**

<table>
<thead>
<tr>
<th>Salary: $3,016.00/mo. + Sign on Bonus</th>
<th>Worksite: Laredo, Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opened: 6/3/22</td>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Posting # --</td>
<td>Position# 719 (Full time)</td>
</tr>
</tbody>
</table>

**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.

**SOCIAL SERVICE WORKER (ZAPATA CO.)**

<table>
<thead>
<tr>
<th>Salary: $3,016.00/mo. + Sign on Bonus</th>
<th>Worksite: ZAPATA, Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opened: 10/20/20</td>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Posting # --</td>
<td>Position# 186 (Full time)</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>ADMINISTRATIVE TECHNICIAN IV (QM Advisor/ Clients Rights)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: $2,749.00 - $3,111.00 /MO.</td>
</tr>
<tr>
<td>Worksite: Laredo, Texas</td>
</tr>
<tr>
<td>Opened: 2/6/20</td>
</tr>
<tr>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Posting # 02-0320</td>
</tr>
<tr>
<td>Position# 433 (Full time)</td>
</tr>
</tbody>
</table>

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.  
Worksite: Laredo, Texas  
Opened: 12/11/19  
Closing Date: UNTIL FILLED  
Posting # 06-0519  
Position# 326 (Full time)  

**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 others 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 (Full time)

DUTIES AND RESPONSIBILITIES
Assist in the implementation of an ongoing 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 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 field work related to the duties of the position, plus three (3) years of related experience. One year of appropriate experience may be submitted for one 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: $1,498.00 - $1,577.00/MO. Worksite: Laredo, Texas
Opened: 5/15/20 Closing Date: UNTIL FILLED
Posting # 05-0520 Position# 706 (Full time)

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

<table>
<thead>
<tr>
<th>Salary: $1,621.00 - $1,716.00/mo.</th>
<th>Worksite: Laredo, Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opened: 7/28/20</td>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Posting # 07-1420</td>
<td>Position# 130 (Full time)</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Salary: $1,577.00 - $1,764.00/mo.</th>
<th>Worksite: Laredo, Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opened: 7/28/20</td>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Posting # 07-1320</td>
<td>Position# 270 (Full time)</td>
</tr>
</tbody>
</table>

**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:** $9.10/hr.  
**Worksite:** Laredo, Texas  
**Opened:** 11/11/19  
**Closing Date:** UNTIL FILLED  
**Posting #** 11-0319  
**Position#** 889 (Full time)

**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:** $1,621.00/mo.  
**Worksite:** LAREDO, Texas  
**Opened:** 06/25/21  
**Closing Date:** UNTIL FILLED  
**Posting #** 06-1021  
**Position#** 617 (Full time)

**DUTIES AND RESPONSIBILITIES**
Work involves cleaning and cleaning for center buildings and premises and maintaining custodial equipment.

**MINIMUM QUALIFICATIONS**
Completion of an eighth grade education.

**PREFERRED QUALIFICATIONS**
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**

<table>
<thead>
<tr>
<th>SOCIAL SERVICE WORKER —(Supportive Housing Employment)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: $3,016.00/MO.</td>
<td>Worksite: Laredo Texas</td>
</tr>
<tr>
<td>Opened: 6/7/22</td>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Posting # 06-0622</td>
<td>Position# 991 (Full time)</td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**

**Supported Employment**
- Provide intensive designed to result in employment stability and to provide individualized assistance to consumers in choosing and obtaining employment in integrated work sites in regular community jobs.
- Worker will job develop, networking activities, including development of a Supported Employment business advisory council of local businesses, people, meeting with the Chamber or Commerce, and the direct contact with the feedback from specific business people in the community which help match individuals to a specific job.
- Worker will assist individuals with work leads, assist with job application process, going to interviews with the individual, role planning interviews, etc. If a consumer loses his/her job, Employment Specialist will provide support to the consumer’s in his/her efforts to find another job as necessary.

**Supported Housing**
- Assist consumers in choosing, getting and maintaining regular, integrated housing.
- Services consist of individualized assistance in finding and moving into regular, intergraded housing, temporary rental assistance; intensive, as needed, in-home rehabilitation services; and coordination activities that facilitate the consumer’s access to resources or services that support or assist consumers’ choose and maintaining affordable housing.
- Work involves developing, implementing and executing individualized programs depending on the needs of each consumer.
- Duties are performed as recommended, prescribed and approved by medical and other professional personnel, but with allowance for discretion in carrying out the details of the work. Specialist will work under moderate supervision with considerable latitude for the use of initiative and independent judgment.
- Specialist will perform other duties as assigned.

**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. Texas Driver’s license is required.

**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.

<table>
<thead>
<tr>
<th>LPC/LPHA PROGRAM SPECIALIST (CSC-FEP)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: $59,088.64 - $69,759.87/YR- DOE</td>
<td>Worksite: Laredo Texas</td>
</tr>
<tr>
<td>Opened: 4/7/22</td>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Posting # 04-0222</td>
<td>Position# 868 (Full time)</td>
</tr>
</tbody>
</table>
DUTIES AND RESPONSIBILITIES
The Team Leader shall implement a Coordinated Specialty Care (CSC) program for early psychosis identification and service provision in accordance with the Coordinated Specialty Care Implementation Manual. He/she will be responsible to establish a dedicated First Episode Psychosis (FEP) team. An experience Master's level clinician who is trained in working with individuals experiencing First Episode (FEP). He or will be the primary contract person for clients and families and will spearhead efforts to engage clients in treatment. The Team Leader’s primary goals are to build a positive relationship with participants and assist them in developing their abilities for illness self-management. The Team Leader will work with participants using a shared decision-making process to develop and modify treatment plans. The Team Leader will provide support, education, consultation, and basic services to participants and their families. With younger individuals, work with families will be more prominent since they play a pivotal role in the individuals’ lives during adolescence and first years of adulthood. The Team leader will monitor, oversee, and supervise the team-based process. The Team leader shall adhere shall to fidelity standards as set forth in CSC program in provision of these service or as otherwise specified by System by Agency. The Lead Specialist will be required to provide an average of 5 hours of services per individual per month for 12 months the individual is enrolled in the program. The Team Leader shall provide CSC services for individuals ranging in age from 15-30 years that meet the diagnostic criteria in all counties served. The Team Leader shall serve individuals who are in the early stage of a primary psychotic disorder listed in Clinical Eligibility Early Onset program. The Team Leader will be responsible to serve on the Crisis-On-call rotation. The Team Lead will report to the Adult Behavioral Health Unit 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
Knowledge of the principles, methods, techniques and practices of mental health assessment and intervention; of use of the DSM-IV, of the function of social service or treatment facility; of community resources; of mental illness an emotional components of physical illness, and of the functioning of MHMR inpatient and outpatient facilities. Skills in interviewing; ability to communicate effectively in English and Spanish; Crisis Intervention. Ability to provide clinical supervision, professional counseling skills (CBT) provides recovery plan review and recommendations. Must also have to complete diagnostic interview and render DSM-V diagnosis.

SOCIAL SERVICE WORKER - Screener
Salary: $3,016.00 - $3,209.00/MO. +Bonus
Worksite: Laredo Texas
Opened: 2/24/22
Closing Date: UNTIL FILLED
Posting # 02-1322
Position# 101 (Full time)

DUTIES AND RESPONSIBILITIES
Performs moderately complex social services work. The Social Service Worker Screener is responsible for performing immediate screening and assessment and brief intensive intervention focused on resolving a crisis and preventing admission to a more intensive level of care. The Social Service Worker Screener is responsible for performing screening assessments and all relevant screening documents. The Social Service Worker Screener is responsible for performing back up intake worker assessments. The Social Service Worker Screener completes all relevant assessment documents, to include the ANSA or CANS Uniform Assessment, and submits the information according to established timeframes and guidelines. The Social Service Worker Screener performs follow-up activities for non-enrolled consumers who have been authorized for services and who have not been
assigned a QMHP-CS. The Social Service Worker Screener is also responsible for crisis assessments and crisis intervention of non-enrolled consumers to be completed at the center and/or wherever applicable, as needed. The Social Service Worker Screener performs follow-up activities related to performance contract requirements and may perform other duties, as assigned. The Social Service Worker Screener reports directly to the supervisor of Service Access in Webb County.

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. Texas Driver’s license is required. 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 SERVICE WORKER - Intake
Salary: $3,016.00 - $3,209.00/MO. +Bonus
Worksite: Laredo Texas
Opened: 2/24/22
Closing Date: UNTIL FILLED
Posting # 02-0922
Position# 638 (Full time)

DUTIES AND RESPONSIBILITIES
Performs moderately social services work. The Social Service Worker is responsible for performing intake assessments. The Social Service Worker completes all relevant assessment documentation, to include the CANS\ANSA Uniform Assessment, and submits the information in a timely manner.

The Social Service Worker performs follow-up activities for those non-enrolled consumers, who are been authorization for services, and who have not been assigned a QMHP-CS. Works directly with people with disabilities. Performs service coordination to assist assigned individuals in gaining access to medical, social, educational and other needed services. Requires aggressive intervention and frequent in person contacts with individuals, families and service providers.

The Social Service Worker is assessments and crisis also responsible for crisis intervention of non-enrolled consumers to be completed at the center and/or wherever applicable. The Social Service Worker reports directly to the supervisor of Service Access Webb County.

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 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.

<table>
<thead>
<tr>
<th>DIRECTOR OF NURSING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: DOE</td>
</tr>
<tr>
<td>Opened: 1/28/19</td>
</tr>
<tr>
<td>Posting # 01-0319</td>
</tr>
<tr>
<td>Worksite: Laredo Texas</td>
</tr>
<tr>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Position# 764 (Full time)</td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**

Providing oversight to all BRBH C 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 countries. Will participate as a member of the qualify 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.

**INTELLECTUAL, DISABILITY & DEVELOPMENT DEPT**

<table>
<thead>
<tr>
<th>ADMINISTRATIVE TECHNICIAN II (MEDICAL RECORDS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: $1,921.00 - $2,036.00/MO.</td>
</tr>
<tr>
<td>Worksite: Laredo, Texas</td>
</tr>
<tr>
<td>Opened: 06/3/22</td>
</tr>
<tr>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Posting #06-0522</td>
</tr>
<tr>
<td>Position# 586 (FULL TIME)</td>
</tr>
</tbody>
</table>

**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 t 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
High School graduation or GED, plus TWO (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).

SOCIAL SERVICE WORKER (PASRR COORDINATOR)
Salary: $3,209.00 - $3,412.00/MO. Worksite: Laredo, Texas
Opened: 04/28/22 Closing Date: UNTIL FILLED
Posting #03-1022 Position# 645 (FULL TIME)

DUTIES AND RESPONSIBILITIES
Service Coordinator works directly with people with intellectual and developmental disabilities performs service coordination in GR, HCS TxHmL and PASRR programs. Assisting 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. Responsible for PASRR evaluations and SC services to NF residents. The job requires travel in the community and to the LA service areas (Zapata, Jim Hogg and Starr Counties). 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 plus (2) two years of related work experience.

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).
QM MANAGER
Salary: $3,518.00 - $3,744.00/MO. Worksite: Laredo, Texas
Opened: 11/19/21 Closing Date: UNTIL FILLED
Posting # 11-1621 Position# 934 (Full time)

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.

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 (Full time)

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.

THERAPIST TECHNICIAN V
(DAY HAB SUPERVISOR)
Salary: $13.24-$14.05/hr.  Worksite: Laredo, Texas
Opened: 6/19/20  Closing Date: UNTIL FILLED
Posting # 06-0420  Position# 496 (Full time)

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 548,579 manager. 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.
**Salary:** $12.85\/Hr.  
**Worksite:** Laredo, Texas  
**Opened:** 1/24/22  
**Closing Date:** UNTIL FILLED  
**Position #:** 751,584,506,749,495,292, 549,493,649,378,163,561 (HST)  
**Posting #:** 548, 579 (Full time)

**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.