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

Are not always available

### STAFF PSYCHIATRIST

**SALARY:** DOE

For any position that may be available

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

**MINIMUM QUALIFICATIONS**

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

### BOARD CERTIFIED PSYCHIATRIC NURSE PRACTITIONER

**SALARY:** DOE

For any position that may be available

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

**MINIMUM QUALIFICATIONS**

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

### REGISTERED NURSE

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

For any position that may be available

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

**MINIMUM QUALIFICATIONS**

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

### LVN

**SALARY:** $42,216.00-$55,764.00- DOE

For any position that may be available

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

**MINIMUM QUALIFICATIONS**

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

### PATIENT CARE TECHNICIAN-TT I

**SALARY:** $10.45\HR.

For any position that may be available

(H.C.S./AHP or any other department/ WEBB, ZAPATA, STARR & JIM HOGG CO.)

**MINIMUM QUALIFICATIONS**

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

SALARY: $2,838.00/MO.
For any position that may be available
(CAPS, ABHU, IDD, Service Access, ACT/WEBB, STARR & JIM HOGG, ZAPATA CO.)

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

PROGRAM SPECIALIST (LPHA-LPC)

SALARY: $55,764.00 -$65,820.00 DOE
For any position that may be available
(CAPS, ABHU, IDD, Service Access, ACT/WEBB, STARR & JIM HOGG, ZAPATA CO.)

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

OPEN POSITIONS

Primary Health Care

CERTIFIED MEDICAL ASSISTANT

Salary: $10.45 - $13.24/HR.
Worksite: Laredo, Texas
Opened: 8/12/19
Closing Date: UNTIL FILLED
Closing Date: UNTIL FILLED
Position# 08-0519

DUTIES AND RESPONSIBILITIES
This position assists in the operation of the medical services during assigned clinic sessions, within the framework of the organization’s philosophy and objectives and under the direction of the Primary Care Clinic Supervisor. The Medical Assistant assist the Clinic team in performing routine nursing duties associated with caring for the ambulatory patient. The Medical Assistant will work together with other Border Region staff and Medical providers to ensure total health care for persons served. This position will track care and provide physical health education as needed.

MINIMUM QUALIFICATIONS
Medical Assistant certification from an accredited Medical Assistant Training school and high school or GED.

PREFERRED QUALIFICATIONS
Knowledge of community resources. 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 handle telephone call from patients, pharmacy and laboratory. Able to assist with maintenance of equipment, supplies and treatment room. Ability to performs vital signs, electrocardiograms, visual and audio testing, peak flow meter and document patient complaints.
**CASE MANAGER - Outreach Specialist**

**Salary:** $1,921.00-$2,749.00 mo.  
**Worksite:** Starr, Zapata, Jim Hogg Counties  
**Opened:** 8/20/2019  
**Closing Date:** UNTIL FILLED  

**DUTIES AND RESPONSIBILITIES**

Will coordinate and conduct all outreach activities designed to support the delivery of services for traveling health care teams throughout the rural areas of Webb, Jim Hogg, Zapata, and Starr Counties. Is responsible for connecting with the community through direct, one to one interactions. Will also be responsible for follow-up with community partners to schedule STTHCT sites. Is also responsible of ensuring the clinic sites are ready for teams, the space is adequate and that the clinic is flowing as needed. This position will ensure that sites have appointments scheduled for clinic and that the clinic is flowing to ensure the best service for the communities. Responsible for distribution of schedules for all partners, staff, and the community. Additional responsibilities will be to follow-up through social media and including but not limited to phone calls. This position mandates at a minimum 80% of time traveling in Webb and to Jim Hogg, Zapata. Performs other duties as assign.

**MINIMUM QUALIFICATIONS**

High School Diploma or GED; experience in website management, experience in social media applications, 2 year experience working the area of community development, specifically as it relates to integrated behavioral health and traveling health care teams in underserved regions, excellent human relation skills, bilingual in English and Spanish; experience with Microsoft Office Suite.

**PREFERRED QUALIFICATIONS**

Speak effectively before groups; developing connections with community partners; working closely with community partner organization staff; coordinating patient education services; delivering patient education curriculum; preparing newsletters and other communication instruments to consumers and partner organizations; conducting presentations related to patient education and services provided by the project; manage social media presence; conduct home visits as directed. Act as a liaison with partner organizations.

**OUTREACH COORDINATOR – MARKETING SPECIALIST IV**

**Salary:** $2,925.00-$3,630.00 mo.  
**Worksite:** Laredo, Texas  
**Opened:** 08/20/2019  
**Closing Date:** UNTIL FILLED  

**DUTIES AND RESPONSIBILITIES**

The Marketing Specialist for HB13-STTHCT conducts outreach activities designed to promote and support the delivery of service for traveling health care teams throughout the rural areas of Webb, Jim Hogg, Zapata, and Starr Counties. Specializes in community outreach and engagement, informed consent and local issues to develop and execute customized strategic public involvement plans to fit the specific needs of every community and client served. Will act as the link between Border Region South Texas Traveling Healthcare Team and the people it aims to assist. Will create awareness about STTHCT and promote its presence in the communities served and will also initiate and develop key relationships between individuals and community partners. Position mandates a minimum of 80% traveling in Webb and to Jim Hogg, Zapata, and Starr Counties. Conduct home visits as directed. Oversee Outreach Specialist and Special Program Aide Team. Performs other duties as assign.

**MINIMUM QUALIFICATIONS**

Bachelor’s Degree; 3 year experience working the area of community development, specifically as it relates to integrated behavioral health and traveling health care teams in underserved regions; excellent human relation skills; bilingual in English and Spanish. Experience with Microsoft Office Suite; valid Texas Driver’s License.
PREFERRED QUALIFICATIONS
Establish and build referral leads and contacts for recruiting THCT sites. Participate in selecting networking events to encourage awareness of THCT services. Be able to confirm dates for THCT clinics and create marketing materials to promote services. Be able to coordinate specific project events on an ongoing basis. Be able to present at state and national conferences. Be able to make recommendations to drive attendance and awareness of THCT services. Be able to create tools/materials for staff events associated with talking points, instructions, feedback, etc.

Develop materials for client recruitment, including but not limited to newsletters, brochures, pamphlets, flyers, etc. Perform research and prepared required and ad-hoc reports. Develop connections with community partners to recruit sites for THCT services. Assist with providing general information related to program and organization services. Speak effectively before groups of consumers and/or partner organization staff. Work closely with community partner organization staff to develop a rapport and identify areas of need of service. Coordinate patient education services, delivery patient education curriculum. Conduct outreach and recruitment activities for THCT services. Managing of social media presence of THCT; provide support in implementation and coordination of activities with partner organizations.

ADMINISTRATIVE TECHNICIAN I
(Outreach Specialist-Special Program Aide)
Salary: $9.35 - $11.08/HR. (20 hrs./week) Worksite: Laredo, Texas
Opened: 08/28/2019 Closing Date: UNTIL FILLED
Posting # 08/19/2019 Position #: 879, 880, 881, 882

DUTIES AND RESPONSIBILITIES
The Special Program Aide conducts engagement and clerical activities designed to support the delivery of service for traveling healthcare teams throughout the rural areas of Zapata, Jim Hogg, and Starr Counties as well as follow-ups to ensure successful engagement with medical homes. SPA will work under the HB13 Program for South Texas Traveling Health Care Team and will organize and schedule meetings and appointments; maintain contact lists; produce and distribute correspondence. Will assist in the operation of South Texas Traveling Team by providing clerical assistance by answering phones, follow-up with referrals, print schedules, print flyers, etc. Mandates of a minimum of 80% traveling in Webb, Jim Hogg, Zapata, and Starr Counties. This position will report to the Project Coordinator. Conducts outreach activities designed to support the delivery of service for health care teams throughout the rural areas of Webb, Jim Hogg, Zapata, and Starr Counties. Responsible for connecting with the community though direct, one-to-one interactions. Will also be responsible for follow-up with community partners to schedule STTHCT sites. This position is responsible for distribution of schedules for all partners, staff and the community. Additional responsibilities will be to follow-up through social media and including but not limited to phone calls. This position mandates a minimum 80% of time traveling in Webb, Jim Hogg, Zapata, and Starr Counties. Performs other duties as assign.

MINIMUM QUALIFICATIONS
High school diploma or GED; experience with Call Centers as they relate to healthcare appointment follow-ups; experience with recruitment and patient engagement with traveling health care teams; 2 year experience working the area of community development specifically as it relates to integrated behavioral health and traveling health care teams in underserved regions; excellent human relation skills; bilingual in English and Spanish. Experience with Microsoft Office Suite

PREFERRED QUALIFICATIONS
Assisting with providing general information related to program and organization services. Speaking effectively before groups of consumers and/or partner organization staff. Conducting outreach and recruitment activities for STTHCT services. Conducting home visits as directed; acting as a liaison with partner organizations. Working closely with community partner organization staff to develop a rapport to provide STTHCT support. Functioning as part of a team to provide STTHCT and patient education services.
## CAPS

### SOCIAL SERVICE WORKER

<table>
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<tr>
<th>Salary: $2,838.00/mo.</th>
<th>Worksite: Laredo, Texas</th>
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<tbody>
<tr>
<td>Opened: 8/27/19</td>
<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Posting # 07-0819</td>
<td>Position# 780</td>
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**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 100 and a maximum of 150 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, Holidays and weekends.

### VAN DRIVER

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<tr>
<th>Salary: $1,812.00/mo.</th>
<th>Worksite: Laredo, Texas</th>
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<tbody>
<tr>
<td>Opened: 8/13/19</td>
<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Posting # 08-0119</td>
<td>Position# 657</td>
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**DUTIES AND RESPONSIBILITIES**

Performs routine motor vehicle operations. Work involves operating motor vehicles in transporting individuals and /or caregivers served in the Child, Adolescent & Parent Service (CAPS) program. Drive vehicles over specified routes or to specified destinations which includes out of town routes according to time schedules in order to transport individuals and/or families, complying with traffic regulations. Work also involves conducting home visits as assigned. Advise passengers to be seated and orderly while on vehicles. Performs clerical duties such as calling families or caregivers and reminding them of scheduled appointments with assigned case worker, rehabilitation worker, counseling, crisis transportation or doctor’s appointments. Assist with service access duties, receptionist, translation, and/or medical records duties, as assigned. May deliver or pick up documents, supplies, equipment or materials. Prepares and maintains forms of records pertaining to vehicle operation. Works under close supervision with minimal latitude for the use of initiative and independent judgment. Performs other duties, as assigned.

**MINIMUM QUALIFICATIONS**

Must have a high school diploma, or GED. Experience in the operation of motor vehicles on a commercial basis.

**PREFERRED QUALIFICATIONS**
Knowledge of motor vehicle operations, of passenger and cargo loading and unloading methods, of traffic rules and regulations, and the maintenance of motor vehicles. Skill in the operating motor vehicles. Ability to follow schedules and instructions in operating vehicle, and to follow practices in loading and unloading cargo. Knowledge of traffic laws, and follow established traffic and transportation procedures. Read maps, and follow written and verbal geographic directions. Knowledge of office procedures: and of spelling, grammar, punctuation and arithmetic. Ability to communicate effectively both in English and Spanish. Knowledge of office procedures; and of spelling, grammar, punctuation and arithmetic. Skills in the use of computer, phone, maintaining records (log), copier, filling and facsimile.

ABHU

SOCIAL SERVICE WORKER

Salary: $2,838.00- $3,016.00/MO. Worksite: Laredo, Texas
Opened: 8/27/19 Closing Date: UNTIL FILLED
Posting # 08-1019 Position# 125

DUTIES AND RESPONSIBILITIES
Performs complex social service work. Under the direction of the Assistant Program Administrator for the Adult Behavioral Health Unit, this position will be assigned to Level of Care 4. This position will be trained to conduct clinical screenings, assessments, and service eligibility based on consumer needs. This individuals will be responsible to coordinate, link, and authorize appropriate services, and to monitor the progress of those individuals in meeting treatment goals. Delivers interventions such as case management, rehabilitation skills, group/individual sessions, crisis resolution, and discharge planning base on the need of the particular unit. The worker will ensure that all cases have an updated Recovery Plan, ANSA, authorizations, financials, diagnostic assessments, all necessary forms and that all service records are submitted by 12 noon the next business day. This individual will also serve on the Act on-call rotation.

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

PREFERRED QUALIFICATIONS
Ability to communicate effectively in English and Spanish. Ability to work flexible hours including evening, Holidays and weekends. Knowledge of interviewing techniques; and of casework documentation requirements. Knowledge of mental illness, substance abuse and the emotional components of physical illness.

VAN DRIVER (HB-13)

Salary: $10.45/HR. Worksite: Rio Grande City, Texas
Opened: 8/27/19 Closing Date: UNTIL FILLED
Posting # 08-1419 Position# 864

DUTIES AND RESPONSIBILITIES
Performs routine motor vehicle operations. Work involves operating motor vehicles in transporting passengers. Drive vehicle over specified routes or to specifies destinations according to time schedules in order to transport passengers, complying with traffic regulations. Advise passengers to be seated and orderly while on vehicles as well as performing entry level rehabilitation therapy work. Performs clerical duties such as calling consumers and reminding them of scheduled appointments with assigned case worker, rehabilitation worker, or doctor’s appointments. Will be responsible for maintaining the Transportation Schedule Log. Prepares
and maintains forms of records pertaining to vehicle operation. Work under close supervision with minimal latitude for the use of initiative judgment. This position is under the program supervisor.

MINIMUM QUALIFICATIONS
Have a High school diploma or GED. Must have experience working with individuals with special needs. Experience in the operation of motor vehicles on a commercial basis.

PREFERRED QUALIFICATIONS
Knowledge of motor vehicle operations, of passenger and cargo loading and unloading methods of traffic rules and regulations and the maintenance of motor vehicles. Knowledge of office procedures, and of spelling, grammar, punctuation and arithmetic.

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**PEER PROVIDER (PART-TIME)**

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<tr>
<th>Salary: $9.90/HR.</th>
<th>Worksite: LAREDO, Texas</th>
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<tr>
<td>Opened: 6/12/19</td>
<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Posting # 10-1018</td>
<td>Position# 641</td>
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**DUTIES AND RESPONSIBILITIES**
The role of the Peer Provider is to provide support, information on resources, and to connect with other individuals being served by sharing their story and helping individuals navigate through the mental health system which provides the services. The peer provider assist individuals served in making informed decisions that drive them towards wellness and recovery. The peer provider is thee to assist individuals served to achieve autonomy, self-advocacy and wellness. The peer provider will facilitate support group meeting to bring individuals served to share some of the same or similar interests or life experience and to provide hope that recovery is possible. The peer provider will be required to obtain training for certification required by the HHSC. Will maintain documentation in compliance with Center policies and procedures, and will perform duties as assigned.

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

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

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**DIRECTOR OF NURSING**

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<th>Salary: DOE</th>
<th>Worksite: Laredo Texas</th>
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<tr>
<td>Opened: 1/28/19</td>
<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Posting # 01-0319</td>
<td>Position# 764</td>
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**DUTIES AND RESPONSIBILITIES**
This position performs advanced and managerial nursing work. Work involves providing oversight to all Border RBHC 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. Works under the Adult Behavioral Health Unit Director for Administrative Supervisor and under the Medical Director for clinical supervision.

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. Must be registered as a Register Nurse in the State of Texas.

PREFERRED QUALIFICATIONS
Minimum a 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 co-workers.

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**PROGRAM ADMINISTRATOR III**

**Salary:** $3,309.00 - $3,744.00/MO.  
**Worksite:** Rio Grande City, Texas  
**Opened:** 9/4/18  
**Posting # 08-0618**  
**Closing Date:** UNTIL FILLED  
**Position# 855**

**DUTIES AND RESPONSIBILITIES**

This position will be responsible for the Administration, Operation and Program Administration of the Starr County Clinic and provide immediate supervision to the employees in Starr County.  
This position will report administratively to the Outlying Counties Program Administrator, who will assist this position with administrative issues as well as operational issues.  
This position will report program-wise to the Directors of Intellectual Disabilities, Adult Behavioral Health, Children and Adolescents Services or designees for any program requirements and will be required to acquire knowledge in the program compliance of any program within these divisions.  
It is expected that this position maintain compliance in all program requirements.

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

1. IDD services not limited to the provision of services as outlined in each consumer’s PDP (Person Directed Plan), IPC (Individualized Plan of Care), IP (Implementation Plan) in GR, TxHmL, CFC Assessments, CFC and HCS programs in Starr County.
2. Supervises the provision of services to include Service Access and Intake staff, Supported Employment, Supported Housing, Mobile Crisis Outreach Team to include screening assessments, crisis assessments, interventions, MCOT crisis
follow-ups, Service Coordination, Rehabilitation Skills and other positions in the IDD, ABHU and CAPS Programs.

3. Monitor appropriate linkage of services to clients and their families such as medical, social, educational and psychosocial needs in all Levels of Care.

4. Oversee the work with the inmate population and jail diversion.

5. Provides leadership in implementing new program initiatives.

6. Must be able to maintain trainings such as CANS, ANSA, Fidelity training and others as the need arises and may need to travel to obtain these trainings.

7. Will be required to serve as a Supervisor on call after hours and on weekends.

8. Will provide constructive feedback regarding the delivery of crisis services and will be responsible to monitor crisis bed utilization for both state/private admissions.

9. The position will require the participation in community meetings representing the agency and will report back on all issues or concerns.

10. The position will be responsible for standard building and vehicle maintenance.

11. This position will be responsible for consulting with their immediate supervisor on any issues needed or travel to Laredo as the need arises.

12. This position will prepare and conduct internal audits for program compliance.

13. This position will be responsible that the programs are in compliance with all performance standards and will be the liaison to the program administrators when responding to internal or external audits.

14. The position will require the responsibility for assuring that the supervised staff complies with Border Region’s Performance Contract requirements, Texas Health and Human Services Department standards and Border Region BHC Policies and Procedures.

MINIMUM QUALIFICATIONS

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

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

PREFERRED QUALIFICATIONS

- Master’s Degree in a related field to the duties of the position.

- Knowledge of local, state, and federal laws and regulation relevant to program areas; and of the principles and policies of public administration and management.

- Ability to plan, assign, monitor and supervise the work of other professional and clerical staff.

- Ability to interpret regulations and convey them to others.

- Ability to establish goals and objectives, and then monitor them and make necessary changes to correct them.

- Ability to devise solutions to administrative problems to develop and evaluate administrative policies and procedures, and to prepare concise reports.

- Ability to develop, prepare revise and create both verbal and written reports to specific to outcome measures.

- Ability to develop and implement clinical and documentation training, treatment plan training for all staff.

- Ability to write reports, create spreadsheets, and write or revise policies.

- Ability to communicate in English and Spanish orally and in writing.

- Knowledge in data gathering, recoding and reporting procedures.
• Experience working and/or knowledge of Intellectual and Developmental Disabilities
• Experience working and/or knowledge of Adult Behavioral Health
• Experience working and/or knowledge of Children and Adolescents Behavioral Health
• Ability to exercise leadership without close supervision.
• Knowledge of Basic Behavioral Modification techniques.

SUPPORT SERVICES

MAINTENANCE ASSISTANT
Salary: $1,537.00/mo.                                      Worksite: Laredo, Texas
Opened: 2/4/19                                                 Closing Date: UNTIL FILLED
Posting # 02-0319                                             Position# 130

DUTIES AND RESPONSIBILITIES
Performs routine unskilled helper’s duties in one or more maintenance construction trades for building and equipment. Work involves assisting in maintenance and reporting of buildings, utility systems, stationary and mobile equipment. Work under supervision and performs assigned duties in accordance with specific and detailed instructions and is observant of safety to himself, others, and equipment at all time. Follows instructions as per Equipment Technical Manuals. Assist with auditorium set up, limited to arranging tables and chairs. Must be available to work during emergencies such as weekends, nights and holidays. Maintain professional relationship with fellow coworkers and administrators. Assisting in opening and closing the building each day.

MINIMUM QUALIFICATIONS
Completion of an eighth grade education. Should have basic experience in maintenance.

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
Performs moderately complex work in caring for ground and buildings. Work when needed.
Ability to lift heavy object, no more than one hundred pounds.

JIM HOGG CO.

CUSTODIAL (PARTTIME)
Salary: $7.63/HR.                                      Worksite: HEBBRONVILLE, Texas
Opened: 5/3/18                                                  Closing Date: UNTIL FILLED
Posting # 05-0418                                             Position# 489

DUTIES AND RESPONSIBILITIES
The Custodian is responsible for keeping and maintaining a clean and safe environment for employees and consumers. Work would include cleaning of offices, rooms, lobbies, hall and bathrooms. Cleaning and caring for Center buildings, premises and maintaining custodial equipment. Custodian must be able to use custodial materials, chemicals and other related equipment. Custodian will work under close supervision of Jim Hogg Co. Clinic Supervisor or appointee with minima latitude for the use of initiative and independent judgment.

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

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

ACCOUNTING

CHIEF ACCOUNTANT
Salary: $3,518.00 - $4,679.00/MO. Worksite: LAREDO, TX
Opened: 2/15/18 Closed: Until filled
Posting #: 02-0718 Position# 437

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

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

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

INTELLECTUAL, DISABILITY & DEVELOPMENT DEPT

TEMPORARY SERVICE COORDINATOR
Salary: $2,838.00/MO. Worksite: Laredo, Texas
Opened: 8/13/19 Closing Date: UNTIL FILLED
Posting #: 08-0419 Position# 137

DUTIES AND RESPONSIBILITIES
Service Coordinator works directly with people with disabilities performs service coordination to assist assigned individuals in gaining access to medical, social, educational and other needed
services. Works requires aggressive intervention and frequent in-person contacts with individuals, families and service providers. The job requires extensive travel in the community. Works under moderate supervision with limited latitude for the use of initiative independent judgment. The job requires the ability to read and interpret documents, such as safety rules, operating instructions, maintenance instructions and procedure manuals. In addition, it requires the ability to write routine reports and correspondence. Bilingual (English and Spanish).

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

**PREFERRED QUALIFICATIONS**
Knowledge of community resources, service coordination delivery system, and program procedures. Ability to communicate effectively to assess and coordinate consumer’s needs. Basic computer processing skills.

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**PATIENT CARE**

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<th>Salary: $10.45\Hr.</th>
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**DUTIES AND RESPONSIBILITIES**
The Patient Care is responsible for direct care supervision of consumers receiving services from the HHSC, TxHmL and HCS Programs. Trains consumers in the areas of Community Support, Independent Living Skills, Functional living skills and Supported Employment. Therapist must be flexible to work different schedule as requested by supervisor to provide Respite Services. Therapist must be able to identify the needs of consumers so that training strategies can established. Works under general supervision of Day Habilitation Supervision and will use limited freedom for the use of initiative and independent judgment.

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

**PREFERRED QUALIFICATIONS**
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.