

BORDER REGION BEHAVIORAL HEALTH CENTER

September 17, 2019

JOB VACANCIES

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

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

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

PERMANENT POSITIONS

Are not always available

STAFF PSYCHIATRIST

SALARY: DOE

For any position that may be available

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

MINIMUM QUALIFICATIONS

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

BOARD CERTIFIED PSYCHIATRIC NURSE

PRACTITIONER

SALARY: DOE

For any position that may be available

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

MINIMUM QUALIFICATIONS

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

REGISTERED NURSE

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

For any position that may be available

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

MINIMUM QUALIFICATIONS

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

LVN

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

For any position that may be available

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

MINIMUM QUALIFICATIONS

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

PATIENT CARE TECHNICIAN-TT I

SALARY: \$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

Support Services

MAINTENANCE SUPERVISOR

Salary: \$ 2,295.00 -\$3,111.00/mo.

Opened: 9/17/19

Posting# 09-0419

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 241

DUTIES AND RESPONSIBILITIES

Performs highly advanced maintenance and construction work in supervising and participating in scheduled maintenance and construction programs. Work involves supervising maintenance, housekeeping staff, scheduling and assigning work, requisitioning materials, and supplies, estimating work, requisitioning materials and supplies, estimating work hours. Prepares reports and maintains records of repairs and vehicles. May coordinate work of outside contractors and advise management on specifics of proposed or ongoing projects. Performs related work as assigned. On-call duties.

MINIMUM QUALIFICATIONS

High school diploma or GED, plus five years of supervisory experience in building maintenance\repair and operation\maintenance of electrical or mechanical equipment. Completion of an accredited certification program (at least 26 semester hours) in air conditioning, heating, electrical technology, or related field may substitute for one year of the non-supervisory work experience.

PREFERRED QUALIFICATIONS

Knowledge of building maintenance and construction techniques, of plumbing and heating system, of fire and safety regulations and procedures. Ability to interpret blueprints, drawings and specifications; to train and\or supervise the work of others.

MAINTENANCE TECHNICIAN

Salary: \$1,461.00 - \$2,036.00/mo.

Worksite: Laredo, Texas

Opened: 9/17/19

Closing Date: UNTIL FILLED

Posting# 09-0419

Position# 130/123

DUTIES AND RESPONSIBILITIES

Work involves building repair, renovation, restoration and alteration for the designated trade skill and/or operations. May perform supervisory duties. Assembles, installs, repairs and maintains modular furniture. May travel citywide to repair and maintain buildings and equipment and to install fixture and equipment. Performs related work as assigned.

MINIMUM QUALIFICATIONS

Completion of eighth grade, plus 4 years of work experience in building maintenance\repair and in the operation and maintenance equipment. One year of vocational\technical in a related may substitute for one year of the required work experience.

PREFERRED QUALIFICATIONS

Knowledge of building materials, and/or electrical work: and of welding procedures and techniques, and procedures in the maintenance and repair of buildings and related equipment.

Primary Health Care

CERTIFIED MEDICAL ASSISTANT

Salary: \$10.45 - \$13.24\HR.

Worksite: Laredo, Texas

Opened: 8/12/19

Closing Date: UNTIL FILLED

Posting# 08-0519

Position# 708

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 Medial 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.

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 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 through 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

VAN DRIVER

Salary: \$1,812.00/mo.

Opened: 9/16/19

Posting # 08-0119

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 657

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.

SOCIAL SERVICE WORKER

Salary: \$2,838.00/mo.

Worksite: Laredo, Texas

Opened: 8/27/19

Closing Date: UNTIL FILLED

Posting # 07-0819

Position# 780

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.

ABHU

VAN DRIVER (HB-13)

Salary: \$10.45/HR.

Opened: 8/27/19

Posting # 08-1419

Worksite: Rio Grande City, Texas

Closing Date: UNTIL FILLED

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 specified destinations according to time schedules in order to transport passengers, complying with traffic regulations. Advise passengers to be seated and orderly while on vehicles as well as performing entry level rehabilitation therapy work. Performs clerical duties such as calling consumers and reminding them of scheduled appointments with assigned case worker, rehabilitation worker, or and 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.

PEER PROVIDER (PART-TIME)

Salary: \$9.90/HR.

Opened: 6/12/19

Posting # 10-1018

Worksite: LAREDO, Texas

Closing Date: UNTIL FILLED

Position# 641

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 there to assist individuals served to achieve autonomy, self-advocacy and wellness. The peer provider will facilitate support group meeting to bring individuals served to share some of the same or similar interests or life experience and to provide hope that recovery is possible. The peer provider will be required to obtain training for certification required by the HHSC. Will maintain documentation in compliance with Center policies and procedures, and will perform duties as assigned.

MINIMUM QUALIFICATIONS

Requires adult who has been diagnosed with a mental illness themselves. High school 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.

DIRECTOR OF NURSING

Salary: DOE

Opened: 1/28/19

Posting # 01-0319

Worksite: Laredo Texas

Closing Date: UNTIL FILLED

Position# 764

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 counties. 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.

PROGRAM ADMINISTRATOR III

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

Opened: 9/4/18

Posting # 08-0618

Worksite: Rio Grande City, Texas

Closing Date: UNTIL FILLED

Position# 855

DUTIES AND RESPONSIBILITIES

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

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.

JIM HOGG CO.

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

ACCOUNTANT III

Salary: \$2,589.00 - \$3,309.00/mo.

Opened: 9/17/19

Posting # 09-0519

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 319

DUTIES AND RESPONSIBILITIES

Performs moderately complex accounting work. Work involves preparing, posting, and balancing financial statements, records, documentations or reports. May specialize in some phase of accounting work such as federal funds, accounting, property and equipment control, cost, payroll, budgeting, or bond servicing. May supervise related fiscal activities. May supervise technical and/or clerical staff performing accounting and budget activities. Work under supervision with moderate latitude for the use of initiative and independent judgment. Prepares or supervises the preparation of financial statement with schedules and exhibits. Prepares or supervises the preparation of special reports such as payroll, estimates, cost data and budget items. etc. Performs related work as assigned.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

Knowledge of generally accepted accounting principles and procedures affecting maintenance of accounting records and of automated accounting systems. Ability to plan, coordinate, and supervise the work of clerical personnel; to interpret and apply accounting theory to difficult or complex transactions; to work accurately with numerical detail; and to analyze, consolidate, and interpret accounting data. Knowledge of Blackbaud accounting system, Cerner software and extensive knowledge in Excel, Word, and Outlook.

CHIEF ACCOUNTANT

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

Opened: 2/15/18

Posting#: 02-0718

Worksite: LAREDO, TX

Closed: Until filled

Position# 437

DUTIES AND RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

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

complex accounting theory, maintain effective relations with administrative personnel of other divisions, state agencies, central office and the federal government.

INTELLECTUAL, DISABILITY & DEVELOPMENT DEPT

PATIENT CARE

Salary: \$10.45\Hr.

Opened: 8/27/19

Posting # 08-

Worksite: Laredo, Texas

Closing Date: UNTIL FILLED

Position# 649,635,378,163,470

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.