

BORDER REGION BEHAVIORAL HEALTH CENTER

January 31, 2012

JOB ANNOUNCEMENT BULLETIN

1500 PAPPAS ST./P.O.BOX 1835 LAREDO, TEXAS 78041

TEL: (956) 794-3045\FAX: (956) 794-3120

APPLICATIONS ARE TAKEN AT THE HUMAN RESOURCE OFFICE

MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF

9:00 AM-12:00 PM & 1:00 PM- 4:30 PM.

Border Region 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 your 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.** All applicants for Therapist Tech positions must have evidence of completion of the Adult Basic Learning Examination Test (ABLE). This test will be administered by Human Resources on designated testing dates. A transcript from an accredited college or university showing completion of twelve (12) semester hours will be accepted in lieu of the ABLE test. 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 POSTING LISTED BELOW
PERMANENT POSITIONS
ARE NOT ALWAYS AVAILABLE

REGISTERED NURSE

SALARY: DOE

For any position that may be available

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

MINIMUM QUALIFICATIONS

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

LVN

SALARY: DOE

For any position that may be available

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

MINIMUM QUALIFICATIONS

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

THERAPIST TECHNICIAN I

SALARY: \$8.43\HR.

For any position that may be available

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

MINIMUM QUALIFICATIONS

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: \$2,669.00\MO.

For any position that may be available

(CAPS, ABHU\M.R. Services, 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)

SALARY: \$47-\$52K

For any position that may be available

(CAPS, ABHU\M.R. Services, Service Access, ACT/ WEBB, STARR & JIM HOGG, ZAPATA CO.)

MINIMUM QUALIFICATIONS

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).

ADULT BEHAVIORAL HEALTH UNIT

SOCIAL SERVICE WORKER I (ACT)

Salary: \$2,669.00/MO.

Work site: LAREDO, TX

Opened: 1/24/12

Closed: UNTIL FILLED

Posting#:10-0711

Position# 622

DUTIES AND RESPONSIBILITIES

Performs complex social service work. Work involves collecting, preparing, and reviewing case data used to determine client eligibility for financial, medical, and/or social services. Work primarily with Service Level 4. Work under limited supervision with considerable latitude for the use on initiative and independent judgment.

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; to assess client needs; to coordinate client services; to provide guidance to other staff; and to assist with management activities. Knowledge on interviewing techniques; and of casework documentation requirements.

HUMAN SERVICE TECH I (PEER PROVIDER-20 HRS.)

Salary: \$7.26/HR.

Work site: LAREDO, TX

Opened: 1/11/12

Closed: UNTIL FILLED

Posting#:1-0112

Position# 525

DUTIES AND RESPONSIBILITIES

Provider support, information, referrals, follow-up, and technical assistance to peers and provide general consultation to staff and rehabilitative case management teams. Maintain data indicating the number of referrals, resources, unmet needs of peers and barriers to obtaining services for all interested parties.

MINIMUM QUALIFICATIONS

Requires adult who has been diagnosed with a mental illness themselves. High school diploma or GED; valid Tx drivers license.

PREFERRED QUALIFICATIONS

Degree in human Services and experience in advocating for themselves or other.

Ability to complete assigned tasks in an efficient manner with minimum supervision. Must possess good organizational skills and ability to maintain positive working resources and knowledge of community resources. Must possess the ability to perform routine duties. Must have reliable means of transportation (vehicle) must have liability insurance.

CAPS PROGRAM

SOCIAL SERVICE WORKER I

Salary: \$2,669.00/MO.

Work site: LAREDO, TX

Opened: 1/23/12

Closed: UNTIL FILLED

Posting#:01-0512

Position# 230

DUTIES AND RESPONSIBILITIES

The Case Manager's\Rehab Provider work involves developing long-term contract with consumers, consumer's families and service providers for educational, social, educational and related service needs. The Case Manager\Rehab will assist consumers in accessing medical, social, educational and other services that will help the consumers achieve quality of life and community participation acceptable to the consumer, will also provide the execution of rehabilitation plans, in the area of skills training and family\child education. The Case Manager will carry a caseload with a minimum of 45 and a maximum of 55 cases for a routine case manager and a minimum of 20 with a maximum of 30 for an intensive case manager. The Case Manager will serve on the after hours crisis on call, on a rotating basis.

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

Must have some experience in community resources. Some knowledge in working with children an\or adolescents. Prefer some experience in doing screening and or intakes preferably in a social service agency. Prefer that individual is familiar with the school setting.

Administrative Tech I

Salary: \$1,621.00/MO.

Work site: LAREDO, TX

Opened: 1/30/12

Closed: UNTIL FILLED

Posting#:01-0612

Position# 624

DUTIES AND RESPONSIBILITIES

Perform somewhat complex administrative work. Will monitor TIMA forms to ensure compliance. Responsible for daily and accurate data entry of TIMA's, CSR's and other documentation as required ensuring compliance with center standards and needs. Responsible to assist physicians with translation as needed during consumers appt. Has some latitude for decision making in carrying out routine phases of the work, such as answering correspondence, distributing mail, giving information, keeping records and files, and preparing routine reports. May be expose to physical and\or verbal incidents by disturbed individuals. Direct supervision of the Program Administrator or Assistant Program Administrator.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school or GED, plus one year of related work experience.

PREFERRED QUALIFICATIONS

Prefer applicant with experience working with the children and adolescents population in a physician setting. Prefer some work experience in taking, and recording client vital signs. Prefer some work experience in explaining medication side-effects to clients. Prefer some knowledge of content and arrangement of medical records\charts. Telephone etiquette required. Ability to multi-task and prioritize duties. Ability to work a flexible work schedule during clinic hours and some Saturdays, if needed. Ability to communicate effectively with co-workers and the general public.

SUPPORT SERVICES

SYSTEMS SUPPORT SPECIALIST II-III

Salary: \$2,036.00-\$2,925.00/mo.

Work site: LAREDO, TX

Opened: 1/31/12

Closed: UNTIL FILLED

Posting#: 01-0812

Ref# 12-038

Position# 487

DUTIES AND RESPONSIBILITIES

Performs routine and moderately complex systems support work, and some projects, providing customer support for agency information technology systems. Work involves operating automated office equipment in either a stand-alone, network, or mainframe environment. Provides effective training to agency staff in the implementation and use of automated systems. Work under moderate supervision with limited for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS

Systems Support Specialist II- Associate's degree from an accredited college or university with a major in computer field, plus three years of work experience in the analysis and implementation of information systems. Additional related work experience may substitute for the required education on a year for year basis with a maximum substitution of two years.

Systems Support Specialist III- Associate's degree from an accredited college or university with a major in computer field, plus four years of work experience in the analysis and implementation of information systems. Additional related work experience may substitute for the required education on a year for year basis with a maximum substitution of two years.

PREFERRED QUALIFICATIONS

Comptia A+, Network+, Microsoft MCP. Knowledge and experience in corporate style environment, performing rollouts, break-fix, and preventative maintenance on network based and stand-alone technology. Ability to troubleshoot problems effectively at the client location. Basic knowledge of network protocols and user rights management. Knowledge of practices, principles, and techniques of computer operation and help desk environment. Skill in communicating technical matters to others.

CUSTODIAN (PART-TIME/20 HRS.)

Salary: \$7.25-\$7.65/HR.

Work site: LAREDO, TX

Opened: 10/31/11

Closed: UNTIL FILLED

Posting#:10-0611

Ref# 12-018

Position# 617

DUTIES AND RESPONSIBILITIES

Performs general cleaning of office, rooms, lobbies and restrooms. Work involves responsibility for care and cleaning of building and or assigned areas. Responsible for supplies, tools and equipment. Also, requisitioning materials, and maintain areas properly stocked with needed supplies. Always maintaining safety precautions. To work under general supervision of house keeping supervisor.

MINIMUM QUALIFICATIONS

Completion of eight grade.

PREFERRED QUALIFICATIONS

Have some experience in housekeeping and maintenance. Knowledge of cleaning techniques and procedures.

INTELLECTUAL, DISABILITY & DEVELOPMENTAL SERVICES

THERAPIST TECH V- TxHmL /GR SUPERVISOR

Salary: \$1,716.00/MO.

Work site: LAREDO, TX

Opened: 1/23/12

Closed: UNTIL FILLED

Posting#: 01-0412

Position# 172

DUTIES AND RESPONSIBILITIES

AHP Supervisor assures the provision of services to consumers referred to BRBHC provider's services for Day Habilitation, Supported Employment, Community Support and Respite Services for TxHmL Program. Supervisor is under the direct supervision of the IDD Director. Essential tasks/responsibilities include; reviews and approves all billing records, services records, monthly/weekly schedules and implementation plan (SOPs). Supervisor assists IDD Director in QM audits and any reports requested. Supervisor will provide direct care service when needed.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school or GED, plus two years of related work experience. Applicants will be required to take and 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

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. Ability to communicate effectively in English, orally and in writing. Ability to communicate effectively in Spanish. Knowledge of Basic Behavioral Modification techniques. Ability to perform simple or routine duties exercising leadership without close supervision/make simple decisions.

THERAPIST TECH I (Part-Time/Full-time)

Salary: \$8.43/HR.

Work site: LAREDO, TX

Opened: 12/21/11

Closed: UNTIL FILLED

Posting#: 12-0811

Position# PT-626/627/576 FT-173

DUTIES AND RESPONSIBILITIES

The Therapist Tech is responsible for direct care supervisor and trains consumers in the areas of socialization, independent living skills, communication skills, community awareness, 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 be established. Works under general supervision of Day Habilitation Supervisor and will use limited freedom for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school or GED. Applicants will be required to take and 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

Ability to understand and apply HCS guidelines, state and federal regulations. Ability to interact with residents in a therapeutic environment, demonstrating a wholesome attitude. Ability to communicate effectively with staff, residents, and legal guardians and to communicate

satisfactorily in both oral and written communication. Ability to relate equipment, tools, and materials used in therapeutic services to the needs of the residents.

REGISTERED NURSE I-III

Salary: \$3,744.00-\$4,380.00/MO.

Work site: LAREDO, TX

Opened: 11/18/11

Closed: UNTIL FILLED

Posting#:11-0311

Position#623

DUTIES AND RESPONSIBILITIES

The RN works under the supervision of the HCS Program Manager. The RN may delegate nursing responsibilities to LVNs and staff in accordance with Nurse Practice Act. The responsibility of the RN is to provide for and supervise the professional nursing care of the individuals who live at or receive services from BRBHC-IDD. The RN is available to unit personal to make nursing decisions on a 24 hour basis. He\she is a member of the programming team and shares responsibility with other team members for the development of the individual's program. Work involves communication skills, i.e., relaying information to other team member, physicians, nurses; data entry, documentation. Supervisory duties; and following all HCS, TxHmL, DADS and BRBHC rules\policies and procedures.

MINIMUM QUALIFICATIONS

Registered as a Registered Nurses, 0-2 years of working experience .

PREFERRED QUALIFICATIONS

Must demonstrate considerable knowledge of nursing rules\regulations, methods, procedures, techniques and human relations. Must demonstrate a practical working knowledge of cultural, social. And economic forces in family and group relationships. Must be able to appropriately interact with individuals with development disabilities and staff members. Duties include coordinating on-going Health care during routine daily activities or during or during special activities. Duties also include development of health maintenance plans, written plans, written service objective and written training programs. Must be able to keep records and make reports. Duties include subordinate nursing staff evaluation, tracking and discipline. Duties include completion of monthly schedules and ratios and the scheduling or nursing staff for annual retraining, ComNets and workshops.