

BORDER REGION MHMR COMMUNITY CENTER

JULY.20.2010

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.

BRMHMRCC 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. BRMHMRCC 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 BRMHMRCC. 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. BRMHMRCC 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

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.

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 college or 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.

MENTAL HEALTH SERVICES

THERAPIST TECH V (VETERANS ONLY-ABHU)**Salary: \$1,716.00\MO.****Work site: LAREDO, TX****Opened: 07/20/10****Closed: UNTIL FILLED****Posting#: 07-0610****Ref# 10-086****Position# 604****DUTIES AND RESPONSIBILITIES**

Provides community resource coordination related to basic needs, such as food, shelter, clothing, employment, mental health and physical health.. Work involves providing coordination of outreach and awareness for community-based behavioral health supports and services for veterans in the areas of substance abuse, jail diversion program for veterans and other programs or activities that support veterans and active service members. Will participate in training through the 'In the Zone' curriculum for veteran peer to peer specialist. Will organize and conduct veteran and conduct veteran peer to peer support meetings including locating meeting sites and advertising and printing, etc. Work under limited supervision with considerable latitude for the use of initiative and independent, judgment.

MINIMUM QUALIFICATIONS

Requires adult individual who is a veteran of war. High school diploma or some college hours.

PREFERRED QUALIFICATIONS

Ability to communicate and work effectively with staff from various backgrounds and desirable. Ability to work and problem solve independent as needed. Ability to travel on a daily bases to coordinate peer to peer support groups out in community. Ability to work flexible hours including evenings. Preferred: working knowledge of the Spanish language.

AUTHORIZATION SPECIALIST**\PROGRAM SPECIALIST VI - SERVICE ACCESS****Salary: \$3,866.00-MO.****Work site: LAREDO, TX****Opened: 05/17/10****Closed: UNTIL FILLED****Posting#:05-0410****Re# 10-074****Position#134****DUTIES AND RESPONSIBILITIES**

The Authorization Specialist is responsible for diagnostic assessments\reviews, treatment plan authorization\reviews, utilization management review, Medicaid planning, Medicaid policy development and interagency coordination. He\she will also be required to complete intakes and crisis intervention as needed. Intakes and assessments are to be completed at the Center or other sites as needed. The Authorization Specialist submits all required information and documentation in a timely manner. He\she may perform supervisory duties when needed to include clinical supervision. He\she report directly to the Clinical Supervisor of Service Access.

MINIMUM QUALIFICATIONS

Master's degree in the Behavioral Science, plus one year experience. LMSW, ACP, LPC or LMFT licensed in the State of Texas.

PREFERRED QUALIFICATIONS

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

PEER PROVIDER (ABHU)**Salary: \$7.25/HR.****Work site: LAREDO, TX****Opened: 02/23/10****Closed: UNTIL FILLED****Posting#: 02-0710****Ref# 10-048****Position# 525****DUTIES AND RESPONSIBILITIES**

Provide 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

Graduation from an accredited high school or GED. **Requires adult who has been diagnosed with a mental illness.**

PREFERRED QUALIFICATIONS

Degree in Human Science Field, and experience in advocating for themselves and others. Ability to complete assigned tasks in an effective 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 must have liability insurance and Driver license.

MENTAL RETARDATION SERVICES

SOCIAL SERVICE WORKER I (CASE COORDINATOR)

Salary: \$2,669.00\MO.

Work site: LAREDO, TX

Opened: 07/01/2010

Closed: UNTIL FILLED

Posting#: 07-0110

Ref# 10-084

Position# 607

DUTIES AND RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or 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, service coordination delivery system, and program procedures. Ability to communicate effectively to assess and coordinator consumer's. Ability to read interpret documents, such as safety rules, operating instructions, maintenance instructions and procedures manuals.

SOCIAL SERVICE WORKER III

(MRA\INTAKE CASE COORDINATOR)

Salary: \$2,749.00-\$2,838.00\MO.

Work site: LAREDO, TX

Opened: 08/28/09

Closed: UNTIL FILLED

Posting#: 08-0509

Ref# 10-005

Position# 519

DUTIES AND RESPONSIBILITIES

Intake Worker\Continuity of Services worker 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 contract with individuals, families and service providers. The job requires extensive travel in the community. The Intake Worker is responsibilities include Intake procedures, Coordinator of needed assessments, Case Coordination, MRA Continuity of Service and Outreach Activities.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or 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, **plus two years of related work experience.**

PREFERRED QUALIFICATIONS

Knowledge of community resources, service coordination delivery system, and program procedures. Ability to communicate effectively to assess and coordinator consumer's .

**SOCIAL SERVICE WORKER III
(MRA –CSSP SUPERVISOR)**

Salary: \$2,925.00-\$3,111.00\MO.

Work site: LAREDO, TX

Opened: 05/25/10

Closed: UNTIL FILLED

Posting#: 11-0609

Ref# 10-034

Position# 531

DUTIES AND RESPONSIBILITIES

This position reports directly to the Director of Mental Retardation Services. This Social Services Worker III supervises the Intake\Continuity of Service for MR Services. In addition SSW III supervises MR Service Coordinator staff in Webb Co. in accordance with Department of Aging and Disability standards. Responsible for assuring that supervised staff comply with contract requirements and policies and procedures. Provides leadership in implementing new programming initiatives.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or 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, **plus two years of related work experience.**

PREFERRED QUALIFICATIONS

Knowledge of local and federal laws and regulations relevant to program area: and to the principles and policies administration and management. Ability to supervise the work of others, to interpret regulations and convey them to others, to establish goals and objective, to devise solutions to administrative problems, to develop and evaluate administrative policies and procedures, and to prepare concise report. Bilingual and computer knowledge.

SUPPORT SERVICES

ADMINISTRATIVE TECH II-III (BOARD SECRETARY)

Salary: \$1,621.00-\$2,036.00\mo.

Work site: LAREDO, TX

Opened: 03/08/10

Closed: UNTIL FILLED

Posting#: 03-0610

Ref# 10-057

Position# 249

DUTIES AND RESPONSIBILITIES

Performs advanced professional assistance work for an executive. Work involves preparing for Board of Trustees and Planning Network Advisory Committee meetings monthly. Coordinates all work pertaining to meetings, travel and trainings. Work involves answering correspondence, reviewing mail, providing information and instructions to personnel, and performing advanced clerical duties. Maintains files and reports, visitors and assembles and organizes information for Executive Director's office. Work under limited supervision with considerable latitude for the use of initiative and independent judgment. Under the direct supervision of the Executive Director.

MINIMUM QUALIFICATION

Graduation from an accredited High School or GED, plus two to three years of work experience in a field related to the position. Each year (30 semester hours) of accredited college work in a related field may substitute for the required work experience on a year for year basis.

PREFERRED QUALIFICATIONS

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, and policies, as well as related legislative and legal practices and procedures. Four years of secretarial work experience. Knowledge of business terminology; of spelling, punctuation, grammar, and arithmetic. Skill in machine transcription, word processing, taking dictation; and in the use of automated equipment and software. Knowledge of working with internet. Ability to make mathematical computations and tabulations, to maintain clerical records and prepare complex reports; to compose non-routine letters and memoranda; to develop and modify work procedures, methods, and process to improve efficiency. Familiar with Robert's Rules of Order and Open Meetings Act. Knowledge in coordinating Board meetings. Experience in preparing board\committee minutes. May work on special projects as needed for Executive Director's Office.

