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.
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

REGISTRATION

ADMINISTRATIVE TECHNICIAN I  
Salary: $1,716.00 - $2,036.00/MO.  Worksite: Laredo, Texas  
Opened: 10/13/20  Closing Date: UNTIL FILLED  
Posting # 10-0620  Position# 701  

DUTIES AND RESPONSIBILITIES  
Work involves completion of documentations related to consumers flow, appointments in Scheduler, Updated Demographics, Financial Statements and referrals for Benefit Screening. Will verify if clients are enrolled for services, will check to see if client has an active ANSA Authorization, Diagnosis, and a current Recovery Plan before the client is provided with other services such as doctor’s appointments or medication administration. Performs other entry level clerical functions, records keeping related to data entry forms, purchasing and other areas. Work involves use of the computer, checking documentations and computer database for accuracy, copying documents and maintaining files, sorting mail, faxing, copying, data entry and collecting co-payments and fees. May be exposed to physical and/or verbal incident by disturbed individuals. Must be physical able to complete required courses to include, but not limited to Prevention and Management of Aggressive Behaviors (PMAB).

MINIMUM QUALIFICATIONS  
High school diploma or GED, plus one year of work experience in a field related to the duties of the position.

PREFERRED QUALIFICATIONS  
Considerable experience in secretarial and clerical work. Knowledge and experience as a secretary with basic knowledge of office operations and of fax, telephone systems, computer and other office equipment. Ability to exercise good judgment and discretion in all aspect of work. Ability to read, write, answer telephone and compose documentations. Ability to speak, read, write in English and Spanish.
**IT**

**DATA MANAGEMENT & ANALYSIS COORDINATOR**

<table>
<thead>
<tr>
<th>Salary: $3,209.00/MO.</th>
<th>Worksite: Laredo, Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opened: 10/13/20</td>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Posting # 10-0620</td>
<td>Position# 701</td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**

Responsible for providing daily Cerner Community Behavioral Health (CCBH) systems report. Provides advice and recommendations regarding system improvements. Conducts formal classroom training of CCBH EHR system components and functionally. Responsible for running reports for the daily operations of the Center’s Departments. Responsible to update provider information into the CMBHS. Responsible for program setups. Responsible for timely and accurate troubleshooting of CCBH EHR support issues in Jim Hogg, Starr, Webb and Zapata Counties. Performs daily duties with little or no supervision. Work is performed under the supervision of the IT director. May perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

Bachelor’s degree in Social, Behavioral, or related field; one year related experience in the Center clinical work flows. At least one year of work experience in the use of Cerner CCBH EHR system in Center operations.

**PREFERRED QUALIFICATIONS**

Ability to organize and prioritize a variety of assignment and to manage time effectively. Ability to develop high-level technical presentations and articles that conform to prescribed style and format. Ability to effectively present information to peers, MIS Staff, and end users of the application software system. Ability to develop Excel spread sheets to track HER performance speeds to measure the software response time. Ability to define problems, collects data, establish facts, and draw valid conclusion. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Considerable knowledge of the State CARE system and CMBHS system. Excellent analytical skills.

---

**Crisis Stabilization Unit**

**MAINTENANCE TECHNICIAN I-IV**

<table>
<thead>
<tr>
<th>Salary: $1,577.00–$2,295.00</th>
<th>Worksite: Laredo, Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opened: 10/13/20</td>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Posting #</td>
<td>Position# 924</td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**

Follows instructions as per Equipment Technical Manuals. Performs and assists with auditorium set ups, limited to arranging tables and chairs. Can assist (or be assigned to perform) in opening and closing the building and facility when assigned by Maintenance Supervisor or “On-Call”. Must be available to work during emergencies such as weekends, nights and holidays. Must be able to work overtime and be “On-Call” when assigned by Maintenance Supervisor. Must maintain professional relationships with fellow coworkers and administrators. Performs entry-level building maintenance and construction work. Work involves performing and assisting in maintaining and repairing buildings, utility systems, and stationary equipment; and operating motorized equipment. Works under supervision of the Maintenance Supervisor and directly reports to the Maintenance Supervisor. Works with minimal latitude for the use of initiative and
independent judgment. Performs routine skilled duties and skilled repairs in one or more maintenance construction trades (plumbing, electrical switches, ballasts, lights, etc.) for equipment and building systems. Work involves performing and assisting in maintenance and reporting of buildings, utility systems, stationary, and mobile equipment. Works 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 and as directed by the Maintenance Supervisor. Performs and assists with other duties as assigned by the Maintenance Supervisor. Some examples (the term “may assist” indicates assisting, starting or completing task as assigned by Maintenance Supervisor) are: Performs maintenance, construction, and repair work such as masonry, welding, carpentry, painting, electrical switches/bulbs/ ballasts or mechanical work. Operates and maintains motorized vehicles and equipment. May assist (if assigned) with the preventative maintenance and repair of machinery, equipment, and utility systems. May assist or repair plumbing, electrical, or heating, ventilation, and air conditioning work (scope of work assigned by Maintenance Supervisor). May assist with maintenance and repairs of machines, equipment, boilers, and boiler feed pumps. May mow grass, edge walks and curbs, and trim shrubbery. May repair and upholster furniture. May repair equipment and fabricate parts for repairs. May perform inspections of operating machinery, equipment, and utility systems to ensure efficient and safe operations.

**MINIMUM QUALIFICATION**
Completion of an eighth grade education, plus a minimum of a six month of work experience in building maintenance and/or repair. Skill in the use and maintenance of tools and equipment. The ability to communicate politely and effectively.

**PREFERRED QUALIFICATIONS**
Works when needed by Maintenance Supervisor. Must have the ability and skills necessary to accomplish the job tasks. Physical condition sufficient to perform a variety of manual tasks requiring strength and stamina, be able to climb ladders and other areas. Performs moderately complex work in caring for ground and buildings. Ability to lift heavy object, no more than seventy five pounds. Skill in the use and maintenance of tools and equipment. The ability to communicate politely and effectively.

---

**THERAPIST TECHNICIAN (PNA I-III)**

**Salary:** $10.77 - $13.37/HR.  
**Worksite:** Laredo, Texas  
**Opened:** 8/5/20  
**Closing Date:** UNTIL FILLED  
**Posting #** 07-0520  
**Position#** 929

**DUTIES AND RESPONSIBILITIES**
The Psychiatric Nurse Aide (TT III) is assigned to the Crisis Stabilization Unit. Assists the treatment team to include Psychiatrist, RN’s, LVN’s, QMHP’s and other unit staff with ensuring that the basic needs of people in service on the unit are met. Observes and monitors clients with regard to medication, meals, hygiene, sleeping and behavioral needs. Provides verbal and written report on each person in service to the Nurse in charge on each shift. Under the supervision of the Unit Manager or Registered Nurse (RN).

**MINIMUM QUALIFICATIONS**
High School Diploma or GED, plus six months of related work experience.

**PREFERRED QUALIFICATIONS**
Prefer one year experience in a residential, crisis stabilization unit, or inpatient facility. Participating in staff meetings and trainings. Communicate at all times with professional staff any concerns they may have regarding the patients. Communicates clearly and works effectively harmoniously as a member of a multidisciplinary team. Maintains a high degree of professionalism in all actions. Exercise good judgment in performing duties. Provide prompt, courteous and friendly services, which are responsive to the desires and preferences of consumers and within the boundaries of generally acceptable professional practice and judgment. Promote a harmonious working environment. Treat equipment and facilities with care and respect. Knowledge of basic computer skills. Ability to read, write and understand English and Spanish so as to effectively communicate and carry out verbal and written instruction.
YES WAIVER

SOCIAL SERVICE WORKER
Salary: $2,838.00 - $3,016.00/MO. Worksite: Laredo, Texas
Opened: 10/6/20 Closing Date: UNTIL FILLED
Posting # -- Position# 727

DUTIES AND RESPONSIBILITIES
Performs tasks including linkage, referral, crisis management, and follow-up. A facilitator provides services that are goal-oriented activities that assist clients by locating, coordinating, and monitoring necessary care and services insuring that they are appropriate and accessible. The facilitator coordinates building family teams for each client. Work with clients occurs in a variety of settings.
Examples of work performed:
Assists in accessing medical, social, educational, and other appropriate services.
Assesses client’s needs and authorizes services to meet the identified needs. Coordinates service delivery. Coordinates Child and Family Team Meetings. Develop goals and objectives
Coordinates the development of the Person Center Recovery Plan. Coordinates the development of the Individualized Plan of Care (IPC), and periodic review of the IPC
Provides Crisis Prevention and Management services when needed. Monitors service delivery.
Provides psychosocial rehabilitation to clients authorized for services. May provide services in other counties; Jim Hog, Zapata or Starr County.

INDIVIDUAL WORKS under the direct supervision of the Child, and Adolescent Parent Services (CAPS) or YES Waiver Assistant Program Administrator.

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

PREFERRED QUALIFICATIONS
Knowledge of mental illness and mental retardation. Working knowledge of internal and external services. Knowledge of basic casework principles and general community resources. Knowledge in interviewing techniques. Ability to communicate effectively both in English and Spanish. Knowledge of casework documentation requirements. Ability to collect and analyze data. Knowledge and understanding of program guidelines, policies and procedures and ability to carry out responsibilities. Skills in maintaining an effective working relationship with co-workers, community members, and school staff and administrators. Excellent organizational and verbal skills. Ability to communicate effectively using all methods, including visual presentations, public speaking, e-mails, and teleconferencing. Ability to work flexible hours including evenings, and weekends.

PARA-PROFESSIONAL
Salary: $1,812.00/MO. Worksite: Laredo, Texas
Opened: 8/11/20 Closing Date: UNTIL FILLED
Posting # -- Position# 729

DUTIES AND RESPONSIBILITIES
Para-professional service address the Waiver Participant’s needs that arise as a result of their severe emotional disturbance. These services contribute to the community functioning of Waiver participants and thereby assist the Waiver participants to avoid institutionalization. The services are essential to promote community inclusion in typical child/youth activities and exceed what would normally be available for children/adolescents in the community. Service include:
1) Skilled mentoring and coaching – skilled mentoring would be provided by an individual who has had additional training/experience working with children/adolescents with mental health
problems. For example, a teenager with severe behavior problems may require mentoring from a provider with behavioral management expertise. 2) Para-professional Aide assists the Waiver participant in preventing and managing behavior stemming from severe emotional disturbance that create barriers to inclusion in integrated community activities such as after-school care or day care. 3) Job placement- assistance in finding employment. In addition, work includes other duties as assigned as transportation, scheduling up to support staff.

MINIMUM QUALIFICATIONS
A high school diploma or GED, have a minimum of one year of documented full-time experience in the provision of service activities comparable to that specified under the service definition to a population similar to those served under this waiver. Life experience may be considered if the documented experience includes activities that are comparable to service specified under the service definition; and demonstrate competency in the provision and documentation of the specified comparable service. Must have a valid Texas Driver’s License.

PREFERRED QUALIFICATIONS
Ability to communicate effectively in the English and Spanish language; both orally and written. Ability to work independently. Ability to organize work duties efficiently and responds to the changing needs of the individuals. Ability to work a flexible schedule which may include weekends.

HUMAN RESOURCES

Human Resources Director
Salary: $3,518.00 - $4,679.00 /MO. Worksite: Laredo, Texas
Opened: 2/3/20 Closing Date: UNTIL FILLED
Posting # 02-0120 Position# 110

DUTIES AND RESPONSIBILITIES
Performs highly advanced managerial human resources management work. Oversees and directs the human resources management program to include: recruitment, employment, benefits programs, payroll, staff development, employee relations, disciplinary and credentialing activities of the Center. Responsibilities include ensuring compliance with equal employment criteria, FLSA, ADA, ACA, and other state and federal laws and regulations. Plans, assigns and directs the work of the human resources and payroll departments. Advises management on the formulation and administration of operating plans and policies for human resources activities. Plans, develops, reviews, revises, and implements human resources policies, letters, directives and publications concerning human resource methods, policies and procedures. Develops methods and procedures for gathering, compiling and analyzing statistical data. Resolves human resources matters involving personnel. Serves as the Center’s representative in legal matters relating to employment. Work is performed under the general supervision of the Executive Director with extensive latitude for the exercise of discretion and independent judgment.

MINIMUM QUALIFICATIONS
- Bachelor’s degree from an accredited college or university with a major in human resources management, business administration, public administration, or related field
- Five (5) years of work experience in the management and oversight of a human resources program which must have included establishing goals and objectives, coordinating program activities and developing or evaluating budget requests.
- One year (18-25) semester hours of graduate level from an accredited college or university in a related field may substitute for the required work experience on a year for year basis.

Other requirements :
Must have current State of Texas Driver’s license. Liability insurance required if employee will operate personal vehicle on Center property or for Center business. Must be insurable by Center’s liability carrier if employee operates a Center vehicle or drives personal car on Center business.
PREFERRED QUALIFICATIONS

- Additional 5 years of increasingly responsible experience in human resources
- Considerable knowledge of principles and practices of human resources administration
- Extensive knowledge of FLSA, ADA, ACA, EEOC and other federal and state guidelines
- Experience in electronic human resources and payroll systems
- Experience in electronic payroll processing
- Experience and knowledge of Worker Compensation administration
- Experience in the administration of Employee Benefit programs
- Experience and ability to review and write policy and procedures
- Experience in training and staff development functions
- Ability to supervise and instruct others
- Ability to conduct interviews and talk with a wide variety of staff
- Experience in employee relations
- Experience within a state or federal agency
- Certification PHR or SPHR a plus.

QM

ADMINISTRATIVE TECHNICIAN IV
(QM Advisor/ Clients Rights)
Salary: $2,749.00 - $3,111.00 /MO. Worksite: Laredo, Texas
Opened: 2/6/20 Closing Date: UNTIL FILLED
Posting # 02-0320 Position# 433

DUTIES AND RESPONSIBILITIES
Assist in the implementation of on-going quality management program for MH and IDD Services designed to objective and systematically monitor and evaluate the quality and appropriateness of consumer care, pursue opportunities to improve consumer care and resolve problems. Performs technical work to include data collection and analysis, data collection and analysis, data management, report writing for Quality Management (QM). Assist in collection, tabulation and analysis of Performance Measures, and other research related activities to develop an effective system of oversight for MH and IDD Community Services. Assists and providers techniques assistance to Quality Management teams to include Mental Health, Intellectual and Development Disabilities and date verification in the areas of samples, data collection, data analysis, and interpretation of results. This position also acts as the Client Rights for the center. Responsibilities include advocating for individual and total client population services. Resolution of all client rights related complaints, collection, analysis and reporting of client rights related data and trends as well as Abuse\Neglect allegations. Conducts facility training related to client rights and Abuse\neglect, develops and/or interprets policies and procedures as necessary.

MINIMUM QUALIFICATIONS
Any combination of education and experience to a Bachelor’s degree from an accredited college or university with major course work in social work, psychology, sociology, public administration or field work related to the duties of the position, plus two (2) years of related experience. One year of appropriate experience may be submitted for year of college on a year to year basis with a maximum substitution of two years.

PREFERRED QUALIFICATIONS
Extensive knowledge of office management principles and matter of administrative procedures. Knowledge of and experience with investigation of incidents of abuse, neglect, and exploitation. Knowledge of policies, procedures and practices relating to providing community services to persons with mental illness and Intellectual and Development Disabilities and the ability to interpret them. Knowledge and experience in information privacy laws, access, release of information and release control technologies. Extensive skill in the use of electronic data and/or word processing equipment and software. Ability to gather, assemble, correlate and analyze
facts; to devise solutions or problems; to prepare concise reports; to develop and evaluate policies and procedures and to train others.

<table>
<thead>
<tr>
<th>ADMINISTRATIVE TECHNICIAN IV (QM Advisor MH\IDD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: $2,925.00 /MO.</td>
</tr>
<tr>
<td>Opened: 12/11/19</td>
</tr>
<tr>
<td>Posting # 06-0519</td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**

Assist in the implementation of an on-going Quality Management (QM) program for MH and IDD services designed to objectively and systematically monitor and evaluate the quality and appropriateness of consumer care, pursue opportunities to improve consumer care and resolve problems. The QM Advisor is also responsible for analyzing and monitoring behavioral health needs and continuum of care that affects revenue cycles. In addition, performs technical work to include data collection and analysis, data management, report writing for QM and UM. Assist in collection, tabulation, and analysis of Performance Measure, and other research related activities to develop an effective system of oversight for MH and IDD Community Services. Assists and provides technical assistance to Quality Management and Utilization Management teams to include Mental Health, Intellectual Developmental Disabilities, and Data Verification in the areas of samples, data collection, data analysis, and interpretation of results.

**MINIMUM QUALIFICATIONS**

Any combination of education and experience to a Bachelor’s degree from an accredited college or university with major course work in social work, psychology, sociology, public administration or field work related to the duties of the position, plus two (2) years of related experience. One year of appropriate experience may be submitted for year of college on a year to year basis with a maximum substitution of two years.

**PREFERRED QUALIFICATIONS**

Has knowledge of Utilization Management and Quality Management Department. Excellent analytical skills and ability to interpret policies and procedures, laws, contracts, etc. Distinguished knowledge of the Texas Administrative Code, HHSC\DADS Performance Contract, Policies and Procedures and laws and regulations. Ability to work well with other independently in a team setting. Ability to travel and work flexible hours. Ability to multi-task and engage in various project/activities simultaneously.

<table>
<thead>
<tr>
<th>ADMINISTRATIVE TECHNICIAN IV (QM Advisor MH\IDD\UM Reviewer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: $2,749.00/-$3,111.00/MO.</td>
</tr>
<tr>
<td>Opened: 12/11/19</td>
</tr>
<tr>
<td>Posting # 06-04719</td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**

Assist in the implementation of an on-going Quality Management (QM) program for MH and IDD services designed to objectively and systematically monitor and evaluate the quality and appropriateness of consumer care, pursue opportunities to improve consumer care and resolve problems. The Utilization Reviewer will work with the Utilization Manager to evaluate necessity, appropriateness, and efficiency in the use of inpatient and outpatient services. Primary function is to collect, analyze, and document information from medical records and providers to be used by the Utilization Manager in prospective reviews, authorization, or in making initial adverse determinations. Conducts retrospective reviews of data to detect outliers. In addition, performs technical work to include data collection and analysis, data management, report writing for QM and UM. Assist in collection, tabulation, and analysis of Performance Measure, and other research related activities to develop an effective system of oversight for MH and IDD Community Services.

**MINIMUM QUALIFICATIONS**
Any combination of education and experience to a Bachelor’s degree from an accredited college or university with major course work in social work, psychology, sociology, public administration or filed work related to the duties of the position, plus three (3) years of related experience. One year of appropriate experience may be submitted for year of college on a year to year basis with a maximum substitution of two years.

PREFERRED QUALIFICATIONS
Extensive knowledge of office management principles and matters of administrative procedures. Knowledge of policies, procedures and practices relating to providing community services to persons with mental illness and intellectual developmental disabilities and the ability to interpret them. Knowledge and experience in information privacy laws, access, release of information, and release control technologies. Extensive skill in the use of electronic data and/or word processing equipment and software. Proficient in the use of MS Word, MS Excel and MS Access.

SUPPORT SERVICES

CLERK II (SUPPLY)
Salary: $1,461.00 - $1,577.00/MO.
Worksite: Laredo, Texas
Opened: 5/15/20
Closing Date: UNTIL FILLED
Posting # 05
Position# 706

DUTIES AND RESPONSIBILITIES
Performs purchasing work. Work involves negotiation in purchasing commodities and equipment in the open market or by contract. Works under limited supervision considerable latitude for the use of initiative and independent judgment. Works under the supervision of the Supply and Purchasing Supervisor and the Chief Budget Officer.

MINIMUM QUALIFICATIONS
High school diploma or GED. Experience in purchasing, warehousing or supply operations help full. Possession of a Texas driver’s license.

PREFERRED QUALIFICATIONS
Six months experience in purchasing methods, inventory stock control, warehousing or supply operations. Knowledge of purchasing sources, prices, market factors, product characteristic and general and technical specifications. Have a service oriented personality.

MAINTENANCE ASSISTANT II
Salary: $1,621.00 - $1,716.00/mo.
Worksite: Laredo, Texas
Opened: 7/28/20
Closing Date: UNTIL FILLED
Posting # 07-1420
Position# 130

DUTIES AND RESPONSIBILITIES
Follows instructions as per Equipment Technical Manuals. Assists or performs auditorium set ups, limited to arranging tables and chairs. Can assist (or be assigned to) in opening and closing the building and facility when assigned or “On-Call”. Must be available to work during emergencies such as weekends, nights and holidays. Must be able to work overtime and be “On-Call” when assigned by Maintenance Supervisor. Must maintain professional relationships with fellow coworkers and administrators. Performs and assists with entry-level building maintenance and construction work. Work involves assisting in maintaining and repairing buildings, utility systems, and stationary equipment; and operating motorized equipment. Works under close supervision of the Maintenance Supervisor and directly reports to the Maintenance Supervisor Works with minimal latitude for the use of initiative and independent judgment.
Performs or assists with routine skilled duties and skilled repairs in one or more maintenance construction trades (plumbing, electrical switches, ballasts, lights, etc.) for equipment and building systems. Work involves assisting in maintenance and reporting of buildings, utility systems, stationary, and mobile equipment. Works 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 and
as directed by the Maintenance Supervisor. Performs or assists with other duties as assigned by the Maintenance Supervisor. Some examples (the term “may assist” indicates assisting, starting or completing task as assigned by Maintenance Supervisor) are: Performs maintenance, construction, and repair work such as masonry, welding, carpentry, painting, electrical switches/bulbs/ ballasts or mechanical work. Operates and maintains motorized vehicles and equipment. May assist (if assigned) with the preventative maintenance and repair of machinery, equipment, and utility systems. May assist or repair plumbing; electrical; or heating, ventilation, and air conditioning work (scope of work assigned by Maintenance Supervisor). May assist with maintenance and repairs of machines, equipment, boilers, and boiler feed pumps. May mow grass, edge walks and curbs, and trim shrubbery. May repair and upholster furniture. May repair equipment and fabricate parts for repairs. May perform inspections of operating machinery, equipment, and utility systems to ensure efficient and safe operations.

**MINIMUM QUALIFICATIONS**
Completion of an eighth grade education, plus a minimum of a six month of work experience in building maintenance and/or repair. Skill in the use and maintenance of tools and equipment. The ability to communicate politely and effectively.

**PREFERRED QUALIFICATIONS**
Works when needed by Maintenance Supervisor. Must have the ability and skills necessary to accomplish the job tasks. Physical condition sufficient to perform a variety of manual tasks requiring strength and stamina, be able to climb ladders and other areas. Performs moderately complex work in caring for ground and buildings. Ability to lift heavy object, no more than seventy five pounds. Skill in the use and maintenance of tools and equipment. The ability to communicate politely and effectively.

**MAINTENANCE TECHNICIAN I**
Salary: $1,577.00 - $1,764.00/mo. Worksite: Laredo, Texas
Opened: 7/28/20 Closing Date: UNTIL FILLED
Posting # 07-1320 Position# 270

**DUTIES AND RESPONSIBILITIES**
Follows instructions as per Equipment Technical Manuals. Performs and assists with auditorium set ups, limited to arranging tables and chairs. Can assist (or be assigned to perform) in opening and closing the building and facility when assigned by Maintenance Supervisor or “On-Call”. Must be available to work during emergencies such as weekends, nights and holidays. Must be able to work overtime and be “On-Call” when assigned by Maintenance Supervisor. Must maintain professional relationships with fellow coworkers and administrators. Performs entry-level building maintenance and construction work. Work involves performing and assisting in maintaining and repairing buildings, utility systems, and stationary equipment; and operating motorized equipment. Works under supervision of the Maintenance Supervisor and directly reports to the Maintenance Supervisor. Works with minimal latitude for the use of initiative and independent judgment. Performs routine skilled duties and skilled repairs in one or more maintenance construction trades (plumbing, electrical switches, ballasts, lights, etc.) for equipment and building systems. Work involves performing and assisting in maintenance and reporting of buildings, utility systems, stationary, and mobile equipment. Works 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 and as directed by the Maintenance Supervisor. Performs and assists with other duties as assigned by the Maintenance Supervisor. Some examples (the term “may assist” indicates assisting, starting or completing task as assigned by Maintenance Supervisor) are: Performs maintenance, construction, and repair work such as masonry, welding, carpentry, painting, electrical switches/bulbs/ ballasts or mechanical work. Operates and maintains motorized vehicles and equipment. May assist (if assigned) with the preventative maintenance and repair of machinery, equipment, and utility systems. May assist or repair plumbing; electrical; or heating, ventilation, and air conditioning work (scope of work assigned by Maintenance Supervisor). May assist with maintenance and repairs of machines, equipment, boilers, and boiler feed pumps. May mow grass, edge walks and curbs, and trim shrubbery. May repair and upholster furniture. May repair equipment and fabricate parts for repairs. May perform
inspections of operating machinery, equipment, and utility systems to ensure efficient and safe operations.

**MINIMUM QUALIFICATION**
Completion of an eighth grade education, plus a minimum of a six month of work experience in building maintenance and/or repair. Skill in the use and maintenance of tools and equipment. The ability to communicate politely and effectively.

**PREFERRED QUALIFICATIONS**
Works when needed by Maintenance Supervisor. Must have the ability and skills necessary to accomplish the job tasks. Physical condition sufficient to perform a variety of manual tasks requiring strength and stamina, be able to climb ladders and other areas. Performs moderately complex work in caring for ground and buildings. Ability to lift heavy object, no more than seventy five pounds. Skill in the use and maintenance of tools and equipment. The ability to communicate politely and effectively.

---

**CUSTODIAN**

<table>
<thead>
<tr>
<th>Salary: $8.43/hr.</th>
<th>Worksite: Laredo, Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opened: 3/20/20</td>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Posting # 03-0520</td>
<td>Position# 241</td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**
Performs entry level custodian work. Work involves cleaning and caring for the building and premises, and maintaining custodial equipment. Will work under close supervision with minimal latitude for the use of initiative and independent judgment. These regulations and codes include but not to the limited to the cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment and restroom plus other assigned as administrative by the supervisor. Plus another duties as assigned.

**MINIMUM QUALIFICATIONS**
Completion of the 8th grade education.

**PREFERRED QUALIFICATIONS**
Experience in housekeeping, custodian maintenance, or other related work.

---

**Gardener/Grounds Keeper**

<table>
<thead>
<tr>
<th>Salary: $7.63- $8.43/hr.</th>
<th>Worksite: Laredo, Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opened: 11/11/19</td>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Posting # 11-0319</td>
<td>Position# 889</td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**
Responsible for the general maintenance of the gardens, plants and lawns at the Center, Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, seed sowing, bed panting, use and maintenance of hand tools and basic light machinery, use cylinder and rotary mowers, trimmers, leaf blowers. Check for damage to any mover, report equipment malfunctions to supervisor.

**MINIMUM QUALIFICATIONS**
Completion of the eighth grade.

**PREFERRED QUALIFICATIONS**
Good communication skill. Ability to lift and manipulate heavy objects. Ability to read, understand, follow and enforce safety procedures. Ability to perform ground maintenance tasks.

ABHU
SOCIAL SERVICE WORKER
(Crisis Counselor -CCP)
Salary: $2,838.00/ MO. Worksite: Laredo, Texas
Opened: 10/6/20 Closing Date: UNTIL FILLED
Posting # 10-0320 Position# 932

DUTIES AND RESPONSIBILITIES
Performs moderately complex social services work for the Crisis Counseling Program in the Adult Behavioral Health Unit. This position will provide short-term interventions that involves assisting that have been impacted by COVID-19 in understanding their current and reaction, mitigating, stress, developing coping strategies, providing emotional support, encouraging linkages with other individuals and agencies that help survivors in their recovery process. Will be trained to conduct assessments, referrals and resource linkage to health, mental health or substance use services for treatment. Will need to be trained on all FEMA training requirement prior to providing any services. This individual must have excellent making skills to be able to promote the program, be creative, independent and be able to work as a team. This individual will be responsible for providing public education and community networking and support, help with the distribution of educational materials and media and public service announcements via television or radio public service announcements. Make of website, emails and Zoom presentation to reach a larger number of individuals. Services are home and community based and involves short-term relationship with disaster survivors.

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
Experience in the field of Mental health. Knowledge in local community resources. Bilingual (English & Spanish). Must be comfortable in doing presentation in front of small or large audiences in person via video. Knowledge of the principles, methods, techniques and practices of mental health assessments and intervention; of function of social services or treatment facility; of community resources; of mental illness and emotional components of physical illness, and substance use treatment services. Ability to travel and work flexible hours.

PROGRAM SPECIALIST (LPC-LPHA)
Salary: $55,764.00-$65,820.00/YR. Worksite: Laredo, Texas
Opened: 9/15/20 Closing Date: UNTIL FILLED
Posting # 09-0320 Position# 134

DUTIES AND RESPONSIBILITIES
The Authorization Specialist (LPC- LPHA) is responsible for treatment plan authorization/reviews, utilization management reviews and diagnostic assessments/reviews. He/she will also be required to complete intakes and crisis intervention as needed. Intakes and assessments are to be completed at the Center and/or wherever applicable. The Authorization submits all required information and documentation in a timely manner. He/she may perform supervisory duties needed to include clinical supervision. He/she reports directly to the Supervisor of Service Access.

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

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

**SOCIAL SERVICE WORKER**  
(TCOOMMI – Starr Co.)

<table>
<thead>
<tr>
<th>Salary: $2,838.00-$3,016.00/MO.</th>
<th>Worksite: Rio Grande City, Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opened: 2/27/20</td>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Posting # 02-0820</td>
<td>Position# 894</td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**  
Performs complex social service work, performs intensive case management services for TCOOMMI Probation individuals and provides skills training, or psychosocial rehabilitation services to meet the level of care authorized in the treatment plan in order to meet the needs of the assigned clients. Work involves collecting, preparing, and reviewing case data used to determine client eligibility for financial, medical, and/or social services. Works primarily with Level of Care 3 clients, but can work with clients in all levels of care except for ACT clients. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Caseload will range between 10 and 15 individuals who are referred by the TDCJ-TCOOMMI Program and by our local State Probation Office.

**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 the principles, methods, techniques and practices of mental health assessments and intervention; of function of social services or treatment facility; of community resources; of mental illness and emotional components of physical illness; and of the functioning of psychiatric inpatient facilities. Case management experience preferred. Experience in the field of mental health preferred. Crisis intervention experience/knowledge preferred. Bilingual (English and Spanish).

**DIRECTOR OF NURSING**

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

**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 quality 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/issue 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. Worksite: Rio Grande City, Texas
Opened: 11/18/19 Closing Date: UNTIL FILLED
Posting # 08-0618 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.

INTELLECTUAL, DISABILITY & DEVELOPMENT DEPT

THERAPIST TECHNICIAN V
(DAY HAB SUPERVISOR)
Salary: $2,161.00/MO. Worksite: Laredo, Texas
DUTIES AND RESPONSIBILITIES
The HCS day habilitation supervisor is responsible for the provision of services to consumers from the HHSC’s TxHmL and HCS Programs for Day Habilitation, Supported Employment, PAS\HAB, transportation and respite services. HCS Day Habilitation supervisor is under the supervisor of the HCS program manager. Essential tasks\responsibilities include the approval and submission of the weekly billing records, monthly\weekly schedules, implementation of objectives outlined in implementation plans, reviews and submission of monthly tacking sheets, monthly behavior modification data and any other documentation as needed. Day Habilitation supervisor will assist the program manager\IDD director in QM audits and any reports requested. As needed the supervisor will provide direct care services.

MINIMUM QUALIFICATIONS
Have a High school or GED, plus two years of experience assisting in therapeutic activities. Successfully completion of a Therapist Technician program may substitute for six months of experience. Exercising leadership\ability to make simple decision.

PREFERRED QUALIFICATIONS
Computer knowledge. Ability to organize time, work independently, keep accurate records\statistics. Must be physical and mentally capable of performing assigned duties. Must be able to work under stress. Knowledge in data gathering, recording and reporting procedures. Basic knowledge in areas of Developmental Disabilities. Ability to perform simple or routine duties exercising leadership without close supervision\make simple decisions. Ability to communicate effectively with clients/staff/parents/LAR’s.

PATIENT CARE
Salary: $10.45\Hr. Worksite: Laredo, Texas
Opened: 10/6/20 Closing Date: UNTIL FILLED
Posting # -- Position# 470,378,584,493,649,292,495,575

DUTIES AND RESPONSIBILITIES
The Patient Care is responsible for direct care supervision of consumers receiving services from the HHSC, TxHmL and HCS, Day Hab Program . Trains consumers in the areas of Community Support, Independent Living Skills, Functional living skills and Supported Employment. The Therapist Tech must be flexible to work different schedule as requested by supervisor to provide Respite Services. Therapist Tech must be able to identify the needs of consumers so that training strategies can established. Works under general supervision of Day Habilitation or HCS Supervisor and will use limited freedom for the use of initiative and independent judgment. Able to work variable schedule weekends, evenings and holidays.

MINIMUM QUALIFICATIONS
Have a High school or GED.

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. Must have a current Texas Driver license.