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

<table>
<thead>
<tr>
<th>STAFF PSYCHIATRIST</th>
<th>SALARY: DOE</th>
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<tbody>
<tr>
<td>For any position that may be available</td>
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</tr>
<tr>
<td>(CAPS, OPC, IDD, ACT-ABHU/ WEBB, ZAPATA, STARR &amp; JIM HOGG CO.)</td>
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</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>BOARD CERTIFIED PSYCHIATRIC NURSE PRACTITIONER</th>
<th>SALARY: DOE</th>
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<tbody>
<tr>
<td>For any position that may be available</td>
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<tr>
<td>(CAPS, OPC, IDD, ACT-ABHU/ WEBB, ZAPATA, STARR &amp; JIM HOGG CO.)</td>
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</table>

**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.

<table>
<thead>
<tr>
<th>REGISTERED NURSE</th>
<th>SALARY: $65,092.00-$74,796.00/DOE</th>
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<tbody>
<tr>
<td>For any position that may be available</td>
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<tr>
<td>(CAPS, OPC, IDD, ACT-ABHU/ WEBB, ZAPATA, STARR &amp; JIM HOGG CO.)</td>
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**MINIMUM QUALIFICATIONS**
Have a Licensed through the Texas State of Nurse Examiners (TSBNE) as a Registered Nurse (RN).

<table>
<thead>
<tr>
<th>LVN</th>
<th>SALARY: $42,216.00-$55,764.00- DOE</th>
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<tbody>
<tr>
<td>For any position that may be available</td>
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<tr>
<td>(CAPS, OPC, IDD, ACT-ABHU/ WEBB, ZAPATA, STARR &amp; JIM HOGG CO.)</td>
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</table>

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

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<tr>
<th>PATIENT CARE TECHNICIAN-TT I</th>
<th>SALARY: $10.45\HR.</th>
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<tr>
<td>For any position that may be available</td>
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<tr>
<td>(H.C.S./AHP or any other department/ WEBB, ZAPATA, STARR &amp; JIM HOGG CO.)</td>
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</tbody>
</table>

**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

Crisis Stabilization Unit

REHABILITATION TECHNICIAN

Salary: $1,921.00 - $2,036.00/MO.
Worksite: Laredo, Texas
Opened: 09/21/20
Closing Date: UNTIL FILLED
Posting # 09-0820
Position# 928

DUTIES AND RESPONSIBILITIES
Performs entry-level rehabilitation work. Involves rehabilitation services to clients with mental impairments. Works under the close supervision with minimal latitude for the use of initiative and independent judgment. Assist in providing therapist activities for clients, such as crafts, drama, music, printing, sewing and recreation. Knowledge of the therapeutic methods and techniques in the rehabilitation therapy of specialization. Applicant must understand that duties, location of work, and shift patterns are subject to change as to best meet the needs of the department program or hospital. Effectively manages a wide variety of disabilities, cognitive levels, and behavioral problems in the therapeutic setting. Establishes and maintains a relaxed atmosphere of cooperation among patient and staff while in the therapeutic setting.

MINIMUM QUALIFICATIONS
High school diploma or GED, plus one year of work experience providing vocational, psychosocial, or related rehabilitation or rehabilitation assistance. One year (30 semester hours) of accredited college work in a related field may substitute for the required work experience.

PREFERRED QUALIFICATIONS
Must be able to lift up to 70 pounds without assistance. Experience conducting activities for patients in mental health settings. Ability to work with others in a harmonious manner. Ability to work flexible hours if required. Must possess a wide variety of leisure skills and a firm knowledge of the value and role of recreation and leisure activities.
DUTIES AND RESPONSIBILITIES
The RN on the Crisis Stabilization unit performs professional nursing services for the population served. Completes admission and ongoing assessment of individual psychiatric and nursing care needs per facility policy. Identifies nursing diagnoses or problem lists and formulates an initial plan of care based on assessment data. Serves as a team leader and provides clinical supervision and training to LVN’s and direct care staff as necessary. Participates in treatment team meetings routinely assists with the development of the multidisciplinary plan of care. Implements and documents the provision of nursing interventions described in the care plan. Establishes unit routines and develops and maintains therapeutic milieu. Makes observations of patient behavior and status then reports to the physician, supervisor, and other team members as appropriate. Administers medications as ordered and maintains medication administration including controlled drugs records as per facility policy. Observes, oversees, and monitors the use and implementation of Preventive and Management of Aggressive Behavior (PMAB) interventions. Ensures that PMAB methods are implemented appropriately and safely per facility policy. Also, ensures PMAB interventions are documented. Uses a computer to communicate information, complete reports, and to record nursing assessments. Must understand that duties may include exposure to blood or other potentially infectious materials.

MINIMUM QUALIFICATIONS
Graduation from an accredited school of nursing. Two years of full-time experience as practicing registered nurse in a recognized public health agency, hospital, or health care facility. Graduation from an accredited school of nursing. Completion of one year (30 semester hours) of collegiate nursing that earned academic credit toward a bachelor’s degree from an accredited college or university. One year of full-time experience as a practicing registered nurse in a recognized public health agency, hospital, or health care facility.

PREFERRED QUALIFICATIONS
Prefer experience in a crisis stabilization unit. Knowledge of local, state, and federal laws and regulations relevant to Mental Health CSU. Knowledge of the principles and practices of Nursing and Pharmacology. Ability to interpret and apply policies and procedures, rules, and regulations and laws. Knowledge, skills and abilities to devise immediate solutions and be proactive in dealing with nursing, administrative and support functions and issues. Knowledge of professional nursing techniques and procedures as applied to specific functions. Ability to apply professional nursing skills, techniques and methods; to communicate effectively in both oral and written communications; exercise good judgment, establish good relationships with individuals and medical staff. Maintain current Texas license Knowledge skills and abilities in medication management, education and monitoring and skills in medication administration, storage, control and disposal. Ability to obtain certification for basic Cardio-Pulmonary Resuscitation(CPR) and ability to perform CPR in the clinical setting. Ability to complete Prevention Management of Aggressive Behavior prior to work on CSU.

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

THERAPIST TECHNICIAN (PNA I-III)
Salary: $10.77 - $16.37/HR. Worksite: Laredo, Texas
Opened: 8/5/20 Closing Date: UNTIL FILLED
Posting # 07-0520 Position# 906,908,909,910,911,912,929, 930

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**

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<thead>
<tr>
<th>VAN DRIVER</th>
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<td>Salary: $1,812.00/MO.</td>
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<td>Opened: 9/14/20</td>
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<tr>
<td>Posting # --</td>
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**DUTIES AND RESPONSIBILITIES**

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

**MINIMUM QUALIFICATIONS**

Must have a high school diploma, or GED. Must have a valid Texas driver’s license. Must be over 18 years of age. Experience in the operation of motor vehicles on a commercial basis.

**PREFERRED QUALIFICATIONS**

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. 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 procedure and of spelling, grammar, punctuation and arithmetic. Ability to communicate effectively both in English and Spanish.

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<tr>
<th>PARA-PROFESSIONAL</th>
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<tr>
<td>Salary: $1,812.00/MO.</td>
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<td>Opened: 8/11/20</td>
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<td>Posting # --</td>
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**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.

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**CAPS**

**FAMILY PARTNER**

<table>
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<tr>
<th>Salary: $1,812.00/MO.</th>
<th>Worksite: Laredo, Texas</th>
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<tr>
<td>Opened: 8/5/20</td>
<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Posting # 08-0120</td>
<td>Position# 356</td>
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**DUTIES AND RESPONSIBILITIES**
Under the CAPS Director the primary role of the Family Partner is to serve the family and help them engage and actively participate in treatment. The family partner assists the family in making informed decisions that drive families toward wellness and recovery. The family partner, in their role of family support, has a strong connection to the community and is very knowledgeable about resources, services, and support for families. The family partner can be a mediator, facilitator, or bridge between families and agencies. The role of a family partner is to ensure each family is hard and their individual needs are being addressed and met. The family partner is there to assist the family in reaching empowerment, self-advocacy, and wellness. The family partner will serve as a member of the wraparound team. The family partner plays a vital role in the engagement and principles of wraparound. The family partner will facilitate support group meetings in Webb, Jim Hogg and Zapata Counties. These meeting bring families together that share the same or similar interest and experiences. Will maintain documentation in compliance with Center policies and procedures, and will perform other duties as assigned.

**MINIMUM QUALIFICATIONS**
High school diploma or GED. Has at least one year of experience successfully navigating a child serving system (i.e. mental health, juvenile justice, social security, or special education system) as a primary caregiver (i.e. a birth parent, adoptive parent, foster parent or a family member standing in for an absent or a person chosen by the family or has the role of parent) of a child or adolescent with a mental disorder or serious emotional disturbance (SED) who, at time of hire, is in a stable place in their wellness and resilience.

**PREFERRED QUALIFICATIONS**
Experience speaking in a public setting. Experience facilitating group meetings. Knowledge of local, State and Federal laws and regulations relevant to Community Mental Health and to specific program area of assignment. Knowledge of the principles and practices of general therapeutic practices. Ability to read, write and compose concise and other written documentations used to guide services delivery and meet the needs and mission of the Center and Division.

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**

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

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<tr>
<th>ADMINISTRATIVE TECHNICIAN IV (QM Advisor MH/IDD)</th>
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<tr>
<td>Salary: $2,925.00 /MO.</td>
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<tr>
<td>Worksite: Laredo, Texas</td>
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<td>Opened: 12/11/19</td>
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<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Position#: 326</td>
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<tr>
<td>Posting #: 06-0519</td>
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</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 projects/activities simultaneously.

ADMINISTRATIVE TECHNICIAN IV
(QM Advisor MH\IDD\UM Reviewer)
Salary: $2,749.00/-$3,111.00/MO. Worksite: Laredo, Texas
Opened: 12/11/19 Closing Date: UNTIL FILLED
Posting # 06-04719 Position# 848

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 field 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**

<table>
<thead>
<tr>
<th>CLERK II (SUPPLY)</th>
<th>Worksite: Laredo, Texas</th>
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<tr>
<td>Salary: $1,461.00 - $1,577.00/MI.</td>
<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Opened: 5/15/20</td>
<td>Position# 706</td>
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<tr>
<td>Posting # 05-0520</td>
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**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.

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

**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 six months 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 objects, no more than seventy-five pounds. Skill in the use and maintenance of tools and equipment. The ability to communicate politely and effectively.

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**MAINTENANCE TECHNICIAN I**

<table>
<thead>
<tr>
<th>Salary: $1,577.00 - $1,764.00/mo.</th>
<th>Worksite: Laredo, Texas</th>
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</thead>
<tbody>
<tr>
<td>Opened: 7/28/20</td>
<td>Closing Date: UNTIL FILLED</td>
</tr>
<tr>
<td>Posting # 07-1320</td>
<td>Position# 270</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 six months 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
Salary: $8.43/hr.  
Worksite: Laredo, Texas
Opened: 3/20/20  
Closing Date: UNTIL FILLED
Posting # 03-0520  
Position# 241

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
Salary: $7.63- $8.43/hr.  
Worksite: Laredo, Texas
Opened: 11/11/19  
Closing Date: UNTIL FILLED
Posting # 11-0319  
Position# 889

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

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 (MCOT WORKER)

<table>
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<tr>
<th>Salary: $2,838.00 - $3,016.00/MO.</th>
<th>Worksite: Laredo, Texas</th>
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<td>Opened: 9/15/20</td>
<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Posting # 09-0420</td>
<td>Position# 637</td>
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**DUTIES AND RESPONSIBILITIES**
This position performs moderately complex social service work as part of the Mobile Crisis Outreach Team (MCOT) in the Adult Behavioral Health Unit. Responsible for crisis screenings, assessments, crisis interventions, crisis follow-up and relapse prevention in the community, at the agency, or wherever applicable. Travel to various locations in the community to complete crisis assessments and/or follow-up. Completes all relevant assessments and documents and submits the information in a timely manner. The MCOT worker performs follow-up activities for enrolled and non-enrolled consumers. Performs MCOT follow-up activities and does crisis/follow-up duties on a rotating schedule as well as on an on-call basis. Performs other tasks and duties as assigned. Reports directly to the MCOT Supervisor. Service may be provided face to face or via use of telemedicine equipment as needed. Works under limited supervision with considerable latitude for the use on initiative 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 the principles, methods, techniques and practices of mental health assessments and intervention: of function of social service or treatment facility; of community resources; of mental illness and emotional components of physical illness; and of the functioning of psychiatric inpatient facilities. Skills interviewing, ability to communicate effectively, to assess client needs, to coordinate client services, to develop plans of treatment, and to work independently as well as a team member. Ability to maintain good planning and organizational skills. Ability to maintain harmonious and effective working relationships with other employees. Ability to manage co-occurring tasks at any given time. Ability to deal effectively and courteously with the public. Ability to travel and work flexible hours.

### SOCIAL SERVICE WORKER (Intake)

<table>
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<th>Salary: $2,838.00 - $3,016.00/MO.</th>
<th>Worksite: Laredo, Texas</th>
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<tr>
<td>Opened: 8/18/20</td>
<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Posting # 08-0820</td>
<td>Position# 631</td>
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</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**
Performs moderately complex social services work. Is responsible for performing intake assessments. The SSW completes all relevant assessment documents to include the ANSA Uniform Assessment, and submits the information in a timely manner. The SSW performs follow-up activities for those enrolled consumers, who have been authorized for services, and who have not been assigned a QMHP. The SSW is also responsible for crisis assessments and crisis intervention of non-enrolled consumers to be completed at the center and/or wherever applicable. The SSW performs follow-up activities related to contract requirements. Performs back-up duties for the jail diversion worker and for the continuity of care worker in their absence. The SSW will also perform PASRR assessments in the nursing home and/or wherever applicable, within the required timeline. The SSW performs other tasks as assigned. Reports directly to the supervisor of Service Access. Works under limited supervision with considerable latitude for the use of initiative 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 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 MHMR inpatient facilities. Skills interviewing, ability to communicate effectively in English and Spanish, to assess client need, to coordinate client services, to develop plans of treatment, and to work independently as well as a team member.

SOCIAL SERVICE WORKER
(Act- Level of Care 4)
Salary: $2,838.00-$3,016.00/MO. Worksite: Laredo, Texas
Opened: 8/11/20 Closing Date: UNTIL FILLED
Posting # 08-0720 Position# 683

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

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 in English and Spanish; to assess client needs; to coordinate client services; to provide guidance to other staff when needed. Knowledge of interviewing techniques; and of casework documentation requirements. Ability to work
flexible hours including evenings and weekends. Knowledge of mental illness, substance abuse and the emotional components of physical illness. Ability to work with minimal supervision.

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

Salary: $2,838.00-$3,016.00/MO.  
Worksite: Rio Grande City, Texas

Opened: 2/27/20  
Closing Date: UNTIL FILLED

Posting # 02-0820  
Position# 894

**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**

Salary: DOE  
Worksite: Laredo Texas

Opened: 1/28/19  
Closing Date: UNTIL FILLED

Posting # 01-0319  
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 countries. Will participate as a member of the qualify management team to ensure that all nursing process are reviewed and analyzed which could lead to performance outcomes. Participate as a member of the management team that promotes recovery, fosters resilience, person centered and consumer, family driven care. Responsible for reporting health care needs or issues to the appropriate person and creating care plans that accurately and definitively direct the implementation of all necessary care. Provides supervision to all adult outpatient mental health clinic staff in Webb Co. Work in coordination with other disciplines and all Adult Behavioral Health Unit Director to insure communication is place to provide a most consistent, highest quality interdisciplinary guide care for all persons served. Responsible for the coordination of clinical death reviews. Duties are performed as recommended, prescribed, or referred and approved by the Medical Director and other professional personnel. Works under the Adult Behavioral Health Unit Director for Administrative Supervisor and under the Medical Director for clinical supervision.

**MINIMUM QUALIFICATIONS**

Licensed through the Texas State Board of Nurse Examiners (TSBNE) as a Registered Nurse (RN), plus four (4) years of experience as an RN in a recognized health agency, hospital, or
health care facility. OR, a bachelor’s degree in nursing from a program accredited by the TSBNE or equivalent, plus licensure through the TSBNE as an RN and three (3) years of work experience as an RN in a recognized health agency, hospital or health care facility. OR, a master’s degree in nursing from a program accredited by the TSBNE or equivalent, plus license through the TSBNE as an RN and (1) year of work experience as an administrative RN. Must be registered as a Register Nurse in the State of Texas.

**PREFERRED QUALIFICATIONS**
Minimum a 2 years’ experience in a supervisor role; 2 years working directly with clients diagnosed with mental health disorders. Knowledge skills and abilities in delivering treatment and supervising treatment of clients with substance use disorder and mental health disorders. Knowledge skills and abilities in providing and supervision others in a trauma informed care environment; knowledge skills and abilities in organizing, implementing; and supervising quality management processes and principles; knowledge and skills in the provision of direct care and the supervision of care in Mental Health crisis services. Ability to speak, read and write both English and Spanish; Ability to interact effectively and communicate with families, consumers and co-workers.

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**PROGRAM ADMINISTRATOR III**

<table>
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<tr>
<th>Salary: $3,309.00 - $3,744.00/MO.</th>
<th>Worksite: Rio Grande City, Texas</th>
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<tr>
<td>Opened: 11/18/19</td>
<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Posting # 08-0618</td>
<td>Position# 855</td>
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</table>

**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
LIDDA PROGRAM ADMINISTRATOR I
Salary: $3,309.00-$3,518.00/mo. Worksite: Laredo, Texas
Opened: 7/28/20 Closing Date: UNTIL FILLED
Posting # 07-1120 Position# 531

DUTIES AND RESPONSIBILITIES
This position reports directly to the IDD director. Supervises the Intake/ Continuity of Care Coordinator and HCS and TxHmL Service Coordinators in Webb, County in accordance with
Department of Aging and Disability standards and HCS and TxHmL TACs. Responsible for assuring that supervised staffs comply with contract requirements and policies and procedures. Provides leadership in implementing new programming initiatives. Works require aggressive intervention and frequent in-person contacts with individuals, families and services providers. The job requires extensive travel in the community. Works under moderate supervision with limited latitude for use of initiative 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, plus two (2) years of experience of related work experience.

PREFERRED QUALIFICATIONS
Knowledge of the community resources, service coordination delivery system, and program procedures. Ability to communicate effectively to assess and coordinate consumer’s needs. Basic computer processing skills. Ability to read and interpret documents, such as safety rules, operating instructions, maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Bilingual (English and Spanish). Knowledge of local and federal laws and regulations relevant to program area; Ability to supervise the work of others, to interpret regulations and convey them to others, to establish goals and objectives.

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**THERAPIST TECHNICIAN V (DAY HAB SUPERVISOR)**

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<tr>
<th>Salary: $2,161.00/MO.</th>
<th>Worksite: Laredo, Texas</th>
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<td>Opened: 6/19/20</td>
<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Posting # 06-0420</td>
<td>Position# 496</td>
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**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.

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**PATIENT CARE**

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<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Posting # --</td>
<td>Position# 470,378,584,493,649,292</td>
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**DUTIES AND RESPONSIBILITIES**
The Patient Care is responsible for direct care supervision of consumers receiving services from the HHSC, TxHmL and HCS, 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.