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>Position</th>
<th>Salary</th>
<th>Minimum Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STAFF PSYCHIATRIST</strong></td>
<td><strong>DOE</strong></td>
<td>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 &amp; Adolescent Psychiatry.</td>
</tr>
<tr>
<td><strong>BOARD CERTIFIED PSYCHIATRIC NURSE</strong></td>
<td><strong>DOE</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>REGISTERED NURSE</strong></td>
<td><strong>$65,092.00-$74,796.00/DOE</strong></td>
<td>Have a Licensed through the Texas State of Nurse Examiners (TSBNE) as a Registered Nurse (RN).</td>
</tr>
<tr>
<td><strong>LVN</strong></td>
<td><strong>$42,216.00-$55,764.00- DOE</strong></td>
<td>Licensed to practice as a licensed vocational nurse in the State of Texas.</td>
</tr>
<tr>
<td><strong>PATIENT CARE TECHNICIAN-TT I</strong></td>
<td><strong>$10.45\HR.</strong></td>
<td>Have a High school or GED.</td>
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</table>

For any position that may be available (CAPS, OPC, IDD, ACT-ABHU/ WEBB, ZAPATA, STARR & JIM HOGG CO.)
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

CAPS

SOCIAL SERVICE WORKER
Salary: $2,838.00/MO.
Worksite: Laredo, Texas
Opened: 1/20/21
Closing Date: UNTIL FILLED
Posting # 01-0621
Position# 780

DUTIES AND RESPONSIBILITIES
Performs complex social services work. The social services worker provides case management activities for the child, adolescent & parent services (CAPS) unit; this position will be trained to conduct clinical screenings, assessments, and services 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 recovery goals. Will assists consumers with the identification and management of symptoms of mental illness. He/she will carry a minimum caseload of 100 and a maximum of 200 clients for case management and/or a minimum of 60 cases for rehabilitative skills. The social service worker will ensure that all cases have an updated authorization (CANS) recovery plan, financial, diagnosis assessment, and that all progress notes are submitted at the end of the day. This individual will also serve on the crisis on-call roster on a rotation basis. Worker may also be asked to provide services in any of the agency’s outlying counties which include: Starr, Jim Hogg, and Zapata Counties. The social service worker has no financial responsibility; however, she/she is accountable for assigned property. This position reports directly to the program administrator, or assistance 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
Experience working with children and adolescents. Knowledge of community resources; case management principles, objectives, standards and methods. Ability to communicate effectively in English and Spanish. Ability to work flexible hour’s including evening, holidays and weekends.

ADMINISTRATIVE TECHNICIAN I
Salary: $1,716.00/MO.  Worksite: Laredo, Texas
Opened: 1/7/21  Closing Date: UNTIL FILLED
Posting # 01-0221  Position# 624

DUTIES AND RESPONSIBILITIES
The Administrative Technician will be responsible for performing administrative support and/or technical program work to Service Access, Utilization Management, Intakes, CBT, Continuity of Care and Jail Diversion. Individual will be responsible for handling correspondence and documentations, maintaining filing systems, answering/returning telephone calls, doing general administrative work. This individual will also be responsible for registering consumers, assessing for demographic eligibility via telephone, complete face to face clinical eligibility assessments/forms, and scheduling intakes, counseling and diagnosis update appointments. This individual is responsible to ensure that all appointment are confirmed; proper coding documentation and will follow-up with clients, family and/or legal authorized representatives when there is no-show for the scheduled service. This position performs other duties, as assigned.

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

PREFERRED QUALIFICATIONS
Knowledge in current computer software such a Microsoft Word, Windows, Excel, Power Point, and other related work processing software. Knowledge of basic spelling, punctuation, grammar and arithmetic. Skills in proper telephone etiquette. Skills in communicating with consumers who have differing abilities to respond, and to families of the consumers. Skills in office practices and procedures. Ability to organize the work independently, prioritize, multi-task, and keep accurate information in a fast-paced environment. Ability to work a flexible work schedule. Ability to accept constructive feedback and utilize it for personal growth. Able to communicate effectively with co-workers and the general public. Ability to communication both in writing and verbally in English and Spanish. Ability to provide excellent customer service skill. Ability to make basic mathematical computations and tabulation; to maintain clerical records and prepares reports; to compose letters and memoranda; and to operate automated equipment.

PROGRAM SPECIALIST (LPHA-LPC)
Salary: $55,764.00-$65,820.00/yr.  Worksite: Laredo, Texas
Opened: 11/24/20  Closing Date: UNTIL FILLED
Posting # 11-1220  Position# 654

DUTIES AND RESPONSIBILITIES
The Program Specialist (LPHA) is responsible for diagnostic assessments review, recovery plan and authorization reviews. He/she will also be required to complete intake assessments and crisis intervention (no include counseling) as needed. Intake and crisis assessments are to be completed at the center or other sites as needed. He/she will be required to work with the inmate population to provide diagnostic and authorization services. The Program Specialist (LPHA) submits all required information and documentation at the end of each service date. Will gave crisis on-call duties for telephone consultations on a rotation basis. The Program Specialist must demonstrate CBT competency by passing a tape review as outlined in the competency standards. He/she may perform supervisory duties when needed to include clinical supervision. He/she reports directly to the Program Director or Assistant Program Director.

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**

One year experience in a field related to the duties of the position. Experience with mental health assessments and psychosocial evaluations/DSM-IV TR diagnosis. Effective communication and social interaction skills with children and adolescents. Behavioral Modifications using CBT interventions. Familiar with the Wraparound Team Approach Assessment Project. Prefer some experience in doing screening and intake preferably in a social service agency. Able to speak English and Spanish. Prefer some knowledge in wraparound planning.

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**Jim Hogg Co.**

**SOCIAL SERVICE WORKER**

<table>
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<tr>
<th>Salary: $2,838.00 /MO.</th>
<th>Worksite: Hebbronville, Texas</th>
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<tr>
<td>Opened: 10/20/20</td>
<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Posting # --</td>
<td>Position# 745</td>
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**DUTIES AND RESPONSIBILITIES**

The Social Service Worker performs moderately complex case management work. Work involves developing long-term contact with clients, client's families and service providers for medical, social, educational, and related service needs. The Case Manager will assist in accessing medical, social, educational and other appropriate services that will help an individual achieve a quality of life and community participation acceptable to the individual. He/she will carry a caseload of approximately 50-75 clients providing case management and rehabilitative services. Social Service Worker will work under general supervision. The Social Service Worker will provide crisis intervention services. All assignments, products, tools, equipment and procedures are specified, but the worker has some freedom in the selection of procedures and/or methods used to accomplish tasks. Completion of work requires use of established methods and/or techniques. Decisions are varied but based on well-defined guidelines. The Social Service Worker is accountable for assigned property. The supervisor frequently monitors the employees work activities. This position reports directly to Jim Hogg County 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 and practical application of MH Community Standards specific to program of assignment. Knowledge of community resources; of case management delivery systems and of program policies and procedures. Knowledge of infection-control procedures that affect the unit. Skill in communication with consumers who have differing abilities to respond. Ability to interact socially with consumers in a supportive and therapeutic manner. Ability to communicate effectively in both oral/written communication; bilingual (English/Spanish) Ability to interpret and apply policies and procedures, rules and regulations and laws. Ability to read, write and compose documents. Ability to exercise good judgment and discretion in all aspects of work.

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**ADMINISTRATIVE TECHNICIAN I-III**

<table>
<thead>
<tr>
<th>Salary: $1,716.00 - $2,161.00 /MO.</th>
<th>Worksite: HEBBRONVILLE, Texas</th>
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<tbody>
<tr>
<td>Opened: 10/20/20</td>
<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Posting # 10-0920</td>
<td>Position# 189</td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**
The Administrative Technician will be responsible for performing administrative support and/or technical program work to ABHU, CAPS and IDD Service Access, Utilization Management, Intakes, CBT, Continuity of Care, and Jail Diversion. Individual will be responsible for handling correspondence and documents, maintaining filing systems, answering/returning telephone calls, and doing general administrative work. This individual will also be responsible for registering consumers, assessing for demographic eligibility via telephone, completing financials, complete face-to-face clinical eligibility assessments/forms, and scheduling intakes, counseling, and diagnosis update appointments. This individual is responsible to ensure that all appointments are confirmed; proper coding documentation and will follow-up with clients, family, and/or legal authorized representatives when there is a no-show for the scheduled service. This individual may serve as a data entry clerk, receptionist, and/or timekeeper. Prepares monthly report, lunch duty calendar, travel requests and supply requests for Jim Hogg staff. The Admin Tech assures information shelves and binders are well stocked. Will work under moderate supervision with occasional latitude for the use of initiative and independent judgment. The Administrative Technician may be exposed to individuals in the behavioral health care setting. Admin Tech will work under the direct supervision of the Program Administrator. This position performs other duties, as assigned.

**MINIMUM QUALIFICATIONS**

High school or GED, plus one to three years of work experience related to the duties of the position.

**PREFERRED QUALIFICATIONS**

Knowledge in current computer software such as Microsoft Word, Windows, Excel, Power Point, and other related work processing software. Knowledge of basic spelling, punctuation, grammar and arithmetic. Skills in proper telephone etiquette. Skills in communicating with consumers who have differing abilities to respond, and to families of the consumers. Skills in office practices and procedures. Ability to organize the work independently, prioritize, multi-task, and keep accurate information in a fast-paced environment. Ability to work a flexible work schedule Ability to accept constructive feedback and utilize it for personal growth. Able to communicate effectively with co-workers and the general public. Ability to communicate both in writing and verbally in English and Spanish. Ability to provide excellent customer service skill. Ability to make basic mathematical computations and tabulation; to maintain clerical records and prepares reports; to compose letters and memoranda; and to operate automated equipment.

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**ZAPATA CO.**

**SOCIAL SERVICE WORKER (MCOT)**

<table>
<thead>
<tr>
<th>Salary: $ 2,838.00/MO.</th>
<th>Worksite: ZAPATA, Texas</th>
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<tr>
<td>Opened: 10/20/20</td>
<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Posting #: 10-0820</td>
<td>Position#  541</td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**

This position is an 1115 Waiver position that performs moderately complex social services work for the Adult Behavioral Unit. Is responsible for crisis screening, assessments, crisis intervention, crisis follow-up and relapse prevention in the community, at the agency, and/or wherever applicable. Responsible for handling a workable caseload, which includes coordinating and linking to meet treatment goals. Completes all relevant assessment documents, to include the ANSA, CANS and submits the information in a timely manner. The MCOT performs follow-up activities for enrolled consumers who have been authorized for services and who have not been assigned a QMHP-CS (Quality Mental Health Professional-Community Services). Performs MCOT follow-up activities and does crisis/follow-up duties on a rotating schedule as well as on an on-call basis. Performs tasks and other duties as assigned. Reports directly to the Program Administrator, and Starr County Team Leader. 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 MHMR inpatient facilities. Interviewing skills Ability to communicate effectively, Ability to assess client need, to coordinate client services, to develop plans of treatment Ability to work independently as well as a team member. Ability to travel and work flexible hours.

Crisis Stabilization Unit

MAINTENANCE TECHNICIAN I-IV

Salary: $1,577.00 - $2,295.00
Worksite: Laredo, Texas
Opened: 10/13/20
Closing Date: UNTIL FILLED
Posting # 924

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 with minimal latitude for the use of initiative and independent judgment. Performs routine skilled duties and skilled repairs in one or more maintenance trades (plumbing, electrical switches, ballasts, lights, etc.) for equipment and building systems.

MINIMUM QUALIFICATION
High school diploma or GED, 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
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.

YES WAIVER

SOCIAL SERVICE WORKER (ZAPATA CO.)

Salary: $2,838.00 – $3,016.00/MO.
Worksite: ZAPATA, Texas
Opened: 10/20/20
Closing Date: UNTIL FILLED
Posting # 186

DUTIES AND RESPONSIBILITIES
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, weekends and holidays.

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.

ADMINISTRATIVE TECHNICIAN IV
(QM Advisor MH\IDD)
Salary: $2,925.00 /MO. Worksite: Laredo, Texas
Opened: 12/11/19 Closing Date: UNTIL FILLED
Posting #: 06-0519 Position#: 326
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.
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 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 # 05-0520 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. 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.

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
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. 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
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

SOCIAL SERVICE WORKER (MCOT –MH\CAPS)

Salary: $2,838.00 -$3,016.00/mo.  
Worksite: Laredo, Texas  
Opened: 1/25/21  
Closing Date: UNTIL FILLED  
Posting # 01-0821  
Position#  637

DUTIES AND RESPONSIBILITIES
This position performs moderately complex social service work as part of the Mobile Crisis Outreach Team (MCOT) in both CAPS and 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.

PROGRAM SPECIALIST (LPC) - FEP Team Leader
Salary: $55,764.00-$65,820.00/yr. Worksite: Laredo, Texas
Opened: 1/7/21 Closing Date: UNTIL FILLED
Posting # 01-0321 Position# 868

DUTIES AND RESPONSIBILITIES
The Team Leader shall implement a Coordinated Specialty Care (CSC) program for early psychosis identification and service provision in accordance with the Coordinated Specialty Care Implementation Manual. He/she will be responsible to establish a dedicated First Episode Psychosis (FEP) team. An experience Master’s level clinician who is trained in working with individuals experiencing First Episode Psychosis (FEP). He or she will be the primary contract person for clients and families and spearhead efforts to engage clients in treatment. The Team Leaders primary goals are to build a positive relationship with participants and assist them in developing their abilities for illness self-management. The Team leader will work with participants using a shared decision-making process to develop and modify treatment plans. The Team leader shall provide CSC services for individuals ranging in age from 15-30 years that meet the diagnostic criteria in all countries served. The Team Leader shall serve individuals who are in the early stage of a primary psychotic disorder listed in Clinical Eligibility Early Onset Program. The Team leader will be responsible to serve on the Crisis on-call rotation. The Team leader will report to the ABHU Director.

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
Salary: $2,838.00 /MO. Worksite: Laredo, Texas
Opened: 12/11/20 Closing Date: UNTIL FILLED
Posting # 12-0420 Position# 855
DUTIES AND RESPONSIBILITIES
Work involves collecting, preparing, and reviewing case data used to determine client eligibility for financial, medical, and/or social services. Works primarily with Service Level I and 2 consumers. Responsible for handling caseload, which includes coordinating and linking to meet treatment goals. Responsible for participating on an on-call rotation basis for after-hours crisis assessments. Complete all relevant assessment documents, to include the ANSA, and submit the information in a timely manner. Must become certified to complete the state-approved ANSA. Work under limited supervision with considerable latitude for the use of initiative and independent judgment.

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

PREFERRED QUALIFICATIONS
Bilingual (Spanish/English). Experience in the field of mental health preferred. Knowledge in local community resources. Must be comfortable in doing presentations in front of small or large audiences in person and via video. 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 substance use treatment services. Skills interviewing, ability to communicate effectively, to assess the needs of individuals. Ability to travel and work flexible hours.

SOCIAL SERVICE WORKER
(OUTREACH WORKER-CCP)
Salary: $2,838.00 / MO.
Worksite: Laredo, Texas
Opened: 12/10/20
Closing Date: UNTIL FILLED
Posting #: 12-0320
Position#: 940

DUTIES AND RESPONSIBILITIES
Performs moderately complex social service worker for the Crisis Counseling Program in the ABHU Unit. This position will provide short-term interventions that involves assisting individuals that have been impacted by COVID-19 in understanding their current situation and reaction, mitigating stress, developing coping strategies, provide emotional support, encouraging linkages with other individuals and agencies that help survivors in their recovery process. Will be trained to conduct assessments, referrals, and resources linking to health or substance use services for treatment. Will need to be trained on all FEMA training requirement prior to providing any services. The individuals must have excellent marketing 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 serve announcement via television or radio public service announcements. Make use of websites, emails, and Zoom presentation to reach a larger number of individuals. Services are home and community based and involves short-term relationships with disaster survivors. 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
Bilingual (Spanish/English). Experience in the field of mental health preferred. Knowledge in local community resources. Must be comfortable in doing presentations in front of small or large audiences in person and via video. 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 substance use treatment services. Skills interviewing, ability to communicate effectively, to assess the needs of individuals. 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 Specialist 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.

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**

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<thead>
<tr>
<th>Salary: $3,309.00 -$3,744.00/MO.</th>
<th>Worksite: Rio Grande City, Texas</th>
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<tbody>
<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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</tbody>
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**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

MAINTENANCE TECHNICIAN
Salary: $1,621.00-$1,764.00/mo. Worksite: Laredo, Texas
Opened: 12/16/20 Closing Date: UNTIL FILLED
Posting # 12-0520 Position# 941

DUTIES AND RESPONSIBILITIES
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. Performs or assists with routine skilled duties and skilled repairs in one or more maintenance construction trades (masonry, welding, carpentry,
painting, plumbing, electrical switches, ballasts, lights, etc.) for equipment and building systems. May assist with maintenance and repairs of machines, equipment, boilers feed pumps. May mow grass, edge walks and curbs, and trim shrubbery. May repair and upholster furniture follows instructions as per equipment work under supervision and performs assigned duties in accordance with specific and detailed instructions and is observant of safety. Must be able to work overtime and be “On call”.

**MINIMUM QUALIFICATIONS**
Completion of eight grade education, plus a minimum of six months of work experience in building maintenance and/or repair.

**PREFERRED QUALIFICATIONS**
Work experience in building maintenance and/or repair. Skills in the use and maintenance of tools and equipment. The ability to communicate politely and effectively. Physical condition sufficient to perform a variety of manual tasks requiring strength, 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. Ability to establish and maintenance effective working relationship with supervisors and co-workers; and to deal with the public.

**SOCIAL SERVICE WORKER (Intake Worker)**

<table>
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<tr>
<th>Salary: $3,016.00-$3,111.00/MO.</th>
<th>Worksite: Laredo, Texas</th>
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<td>Opened: 1/11/21</td>
<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Posting # 01-0521</td>
<td>Position# 553</td>
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**DUTIES AND RESPONSIBILITIES**
Intake Worker/Continuity of Services works directly with people with disabilities performs service coordination to assist assigned individuals in gaining access to medical, social, educational and other needed services. Works requires aggressive intervention and frequent in-person contracts with individuals, families and service providers. The job requires extensive travel in the community. Works under moderate supervision with limited latitude for the use of initiative independent judgment. The Intake Worker is responsibilities include Intake procedures, Coordination of needed assessments, Case Coordination, LIDDA Continuity of Service and Outreach Activities.

**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. A minimum of two (2) years’ experience working in the related field.

**PREFERRED QUALIFICATIONS**
Knowledge of 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 documentations, such as safety rules, operating instructions, maintenance instructions and procedures manuals. Ability to write reports and correspondence. Bilingual (English and Spanish).

**SOCIAL SERVICE WORKER**

<table>
<thead>
<tr>
<th>Salary: $2,838.00-$3,016.00/MO.</th>
<th>Worksite: ZAPATA, Texas</th>
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<tr>
<td>Opened: 10/28/20</td>
<td>Closing Date: UNTIL FILLED</td>
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<tr>
<td>Posting # 10-1320</td>
<td>Position# 507</td>
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**DUTIES AND RESPONSIBILITIES**
Service Coordinator works directly with people with disabilities perform service coordination to assist assigned individuals in gaining access to medical, social educational and other needed services. Works requires aggressive intervention and frequent in-person contract with individuals, families and service providers. The job requires extensive travel in the community. Work under moderate supervision with limited latitude for the 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.

PREFERRED QUALIFICATIONS
Knowledge of 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 documentations, such as safety rules, operating instructions, maintenance instructions and procedures manuals. Ability to write reports and correspondence. Bilingual (English and Spanish).

**HUMAN SERVICE TECHNICIAN I**

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<tr>
<th>Salary: $10.45/HR.</th>
<th>Worksite: Laredo, Texas</th>
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<tr>
<td>Opened: 10/22/20</td>
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<td>Posting # 10-1120</td>
<td>Position# 561</td>
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**DUTIES AND RESPONSIBILITIES**
The Human Service Technician perform entry level I human service support work. Work involves providing information to clients and/or assisting them when attending physician’s appointments in addition serves as a liaison between physician’s offices and IDD nursing staff in order to ensure that all needed physical’s orders are carried out. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

**MINIMUM QUALIFICATIONS**
High school diploma or GED.

**PREFERRED QUALIFICATIONS**
Computer knowledge. Ability to organize time, work independently, keep accurate statistics. Ability to communicate with clients, Physician’s, staff and parents. Ability to communicate effectively in English and Spanish orally and writing. Be able to work under stress. Ability to organize time, work independently, keep accurate records statistics.

**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>
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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.

**PATIENT CARE**

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<tr>
<th>Salary: $10.45$Hr.</th>
<th>Worksite: Laredo, Texas</th>
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<tr>
<td>Opened: 10/6/20</td>
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<tr>
<td>Posting # --</td>
<td>Position# 575,506,749,495,292,584,549,493,649,378,470</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.