

# **BORDER REGION BEHAVIORAL HEALTH CENTER**

**April 10, 2024**

## **JOB VACANCIES**

**1500 PAPPAS ST.\P.O.BOX 1835 LAREDO, TEXAS 78041  
TEL: (956) 794-3000\FAX: (956) 794-3120**

**APPLICATIONS ARE TAKEN AT THE HUMAN RESOURCE OFFICE MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF 8:30AM - 12:00PM & 1:00PM - 4:30PM**

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 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. **Résumés 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 workplace. Before employment, all successful applicants will be required to take and pass a drug test, which detects the presence of several types of drugs. Convictions related to any sexual offenses, drug related offenses, murder, theft, assault, battery, or any other crime involving personal injury or threat to another person may make you ineligible for employment in positions in direct contact with individuals served by the Border Region.

Falsification of the application for employment is grounds for dismissal, if employed. Conviction clearance must be received prior to direct contact employees reporting to the workstation. All new employees must satisfactorily complete New Employee Orientation training prior to reporting to the workstation. Border Region Behavioral Health Center is an Equal Employment Opportunity-Affirmative Action Employer.

# PERMANENT POSITIONS

Are not always available

## STAFF PSYCHIATRIST SALARY: DOE

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

### MINIMUM QUALIFICATIONS

Graduated from an approved medical degree program and completion of approved one-year internship. Must be licensed to practice in the State of Texas and maintain good standing with the Texas Medical Board. Must have completed a three to four year residency program approved for the specialty practice of Psychiatry and one to two years subspecialty training in Child & Adolescent Psychiatry.

## BOARD CERTIFIED PSYCHIATRIC NURSE PRACTITIONER SALARY: DOE

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

### MINIMUM QUALIFICATIONS

Graduate of an accredited nursing school with a Texas license as a Nurse Practitioner and have a valid DEA and DPS number. Must have Medicaid/Medicare provider numbers. Must have training and experience in the use, application of medication used in the field of psychiatry. Must have a Valid TX Driver's license.

## REGISTERED NURSE SALARY: \$69,949.00 – 81,096.00\$/DOE +Sign on Bonus

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

### MINIMUM QUALIFICATIONS

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

## LVN

## SALARY: \$44,928.00- \$59,736.00/DOE +Sign on Bonus

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

### MINIMUM QUALIFICATIONS

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

## PATIENT CARE TECHNICIAN-TT I SALARY: \$14.05/HR. + Sign on Bonus

For any position that may be available  
(H.C.S./AHP or any other department/ WEBB, ZAPATA, STARR & JIM HOGG CO.)

### MINIMUM QUALIFICATIONS

Have a High school or GED.

## **SOCIAL SERVICES WORKER**

**SALARY: \$1,435.84/bi-weekly + Sign on Bonus**

**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: \$62,664.00- \$81,072.00 DOE + Sign on Bonus**

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

### **MINIMUM QUALIFICATIONS**

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

# OPEN POSITIONS

## Jim Hogg/Zapata

### **Social Service Worker**

#### **(Intellectual, Disability & Developmental)**

**Salary: \$1,435.85 biweekly + Sign On Bonus**

**Worksite: Hebbronville & Zapata**

**Opened: 3/12/2024**

**Closing Date: UNTIL FILLED**

**Posting #03-0424**

**Position #507 (Full time)**

#### **DUTIES AND RESPONSIBILITIES**

Service Coordinator works Directly with people with disabilities performs service coordination to assist assigned individuals in gaining access to medical, social, educational and other needed services. Works requires aggressive intervention and frequent in-person contacts with individuals, families and service providers. The job requires extensive travel in the community.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree from an Accredited college or university with a major in social work, psychology, or a field related to human behavior
- Valid Texas Driver's License

#### **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 documents, such as safety rules, operating instructions, maintenance instructions and procedure manuals
- Ability to write routine reports and correspondence
- Ability to communicate effectively orally/written in English and Spanish

## Jim Hogg

### **Administrative Technician**

**Salary: \$12.85/hr.**

**Worksite: Hebbronville**

**Opened: 2/12/2024**

**Closing Date: UNTIL FILLED**

**Posting #02-0124**

**Position #189 (Full time)**

#### **DUTIES AND RESPONSIBILITIES**

Responsible for performing administrative support and/or technical program work to Adult Behavioral Health Unit (ABHU), Child Adolescent and Parenting Skills (CAPS) and Intellectual Developmental Disabilities (IDD), Service Access, Utilization Management, Intakes, Cognitive Behavior Therapy (CBT), Continuity of Care, and Jail Diversion. Also responsible for handling correspondence and documents, maintaining filing systems, answering/returning telephone calls, and general administrative work. Coordinates registration for consumers and assesses demographic eligibility via telephone. Completes the following assessments: financials and face-to-face clinical eligibility. Schedules intakes, counseling sessions, and appointments. Ensures that all appointments are confirmed. Follow-up with clients, family, and/or legal authorized representatives when there is a no-show for the scheduled service. Serves as a data entry clerk, receptionist, and/or timekeeper. Prepares monthly report, lunch duty calendar, travel and supply requests for Jim Hogg staff. Assures information shelves and binders are well stocked. Exposed to individuals in a behavioral health care setting.

## **MINIMUM QUALIFICATIONS**

- Any combination of education and experience equivalent to high school graduation or GED, plus six (6) months experience in the field of work related to the duties of the position.
- Valid Texas Driver's license

## **PREFERRED QUALIFICATIONS**

- Knowledge in current computer software such as Microsoft Word, Excel, Power Point, and other related word 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 public
- Ability to communicate both in writing and verbally in English and Spanish
- Ability to provide excellent customer service skills
- Ability to make basic mathematical computations and tabulation; to maintain clerical records and prepare reports; to compose letters and memoranda; and to operate automated equipment

# **ACCOUNTING\BUDGET**

## **Benefits Coordinator**

**Salary: \$15.40/hr.**

**Opened: 3/19/2024**

**Posting #03-0524**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position #221 (Full time)**

## **DUTIES AND RESPONSIBILITIES**

To provide eligible Mental Health Adult, Child, Adolescent and Parenting Skills (CAPS), Intellectual, Disability Developmental (IDD) with assistance and individual advocacy with internal programs and external agencies in determining eligibility for, accessing of, and maintaining benefits and entitlement while strengthening the individual's financial resource base. Attends Social Security Administration eligibility hearings as needed. Completes all Benefits Screenings and assists families with Social Security Administration /Medicaid Processes. Performs and completes other job duties and responsibilities as assigned.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in business administration, Public Health Administration, or Behavioral Science -OR-
- High School diploma or GED plus two (2) years of experience with Medicare and Medicaid benefits eligibility in healthcare setting
- Valid Texas Driver's License

## **PREFERRED QUALIFICATIONS**

- Knowledge of benefit enrollment application completion and processing
- Knowledge of State of Texas Disability Determination for Social Security Administration
- Ability to develop positive working relationships with external providers of benefit services

- Ability to coordinate appropriate referrals
- Ability to work and communicate effectively with all levels of internal and external management, employees, consumers of services, family members of consumers, and community agencies from city through federal
- Remain current with knowledge of benefit programs and entitlement
- Work independently with minimal supervision
- Organize work efficiently
- Prioritize work needs and responses to internal and external customers/contacts.
- Respond to priority and schedule changes
- Recognize barriers to benefit and entitlement approval and develop courses of action to overcome each in a non-confrontational manner for the ultimate benefit of client
- Learn and utilize Center standard automation software and systems used by other agencies who review, approve, control or who are otherwise involved with consumer benefits and entitlements
- Meet established work goals and deadlines
- Knowledge of principles, methods, techniques, and practices of casework
- Functions of community agencies and resources
- General social services and case recording
- Ability to communicate effectively orally and written in English and Spanish

## **Reimbursement Specialist**

**Salary: \$14.94/hr.**

**Opened: 3/19/2024**

**Posting #03-0624**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position #1029 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Oversees billing procedures for Border Region BHC clients. Performing complex clerical duties related to Medicaid, Medicare, Managed Care Organizations, and private insurance billing. Responsible for reconciliation of third-party payments accounts, ensuring accounts are accurate and up to date. Also reviews, corrects, and resubmits all denials which includes the collaboration with departments to rectify the denial issues.

### **MINIMUM QUALIFICATIONS**

- High School Diploma or GED plus one (1) year experience in billing, coding, or claim submissions
- One (1) semester (15 semester hours) of accredited college work in a related field may substitute for each six (6) months of the required work experience up to a max of one (year)
- Valid Texas Driver's License

### **PREFERRED QUALIFICATIONS**

- Knowledge of Texas billing practices
- Good problem-solving and critical thinking skills
- Great customer service skills, including interpersonal conversation, patience, and empathy
- In-depth knowledge of industry best practices
- Organization, time management, and prioritization abilities
- Ability to be discreet and maintain the security of patient or customer information
- Effective computer skills to input to use bookkeeping and account management software in a timely and efficient manner
- Understanding of industry specific policies for health care
- Ability to communicate effectively orally and written in English and Spanish

## **Chief Budget Officer**

**Salary: \$2,876.77 - \$3,360.92/bi-weekly**

**Opened: 04/18/2023**

**Posting #04-0523**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position #354 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Performs work in overall budgeting and in the fiscal management of specific contracts and grants. Work involves preparing and maintaining the Center's budget as it relates to program goals and objectives in accordance with Central Office, State and Federal policies and guidelines. Monitors program expenditures and revenues to identify trends which impact planned expenditures and adjusts budget accordingly. Supervises work of staff who assist with technical aspects of budgets and contract/grant reporting. Assists Chief Financial Officer in presentations and aids in the preparation of the Monthly Statistical Reports. The Chief Budget Officer is an experienced specialist in office support and is distinguished by assigned work requiring specialized knowledge and skill for full performance of duties. Works with accounting/fiscal personnel to resolve routine departmental issues and questions. Meets annually with all Program Directors/Assistant Program Directors to discuss/evaluate/set positions and department budget for new fiscal year. In addition, prepare a five-year forecast of the operating budget. This position also supervises the Cashier and Support Services for Accounting.

### **MINIMUM QUALIFICATIONS**

Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university with a major in accounting or finance plus three (3) years of experience in a responsible administrative or managerial position in the administration of a program related to the duties of the position.

### **PREFERRED QUALIFICATIONS**

Knowledge of local, state, and federal laws and regulations relevant to budgets, grants and contracts and of accounting and management principles and practices. Ability to analyze fiscal management information and determine the need and best use of funds; to identify and develop budgetary reports and schedules; and to analyze management problems and develop and present solutions. Ability to supervise the work of others and interact with all levels of staff. Strong background experience in Excel.

# **Starr County**

## **Social Service Worker**

### **(Mobile Crisis Outreach Team)**

**Salary: \$1,435.85 biweekly + Sign On Bonus**

**Opened: 3/8/2024**

**Posting #03-0124**

**Worksite: Rio Grande City**

**Closing Date: UNTIL FILLED**

**Position #816 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Performs social services as part of the Mobile Crisis Outreach Team (MCOT) in both Children, Adolescent and Parent Services (CAPS) and Adult Behavioral Health Unit (ABHU). 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 Adult Needs and Strengths Assessment (ANSA), Child and Adolescent Needs and Strengths (CANS) and submits the information in a timely manner. Performs follow-up activities for enrolled and non-enrolled consumers. Performs crisis/follow-up duties on a rotating schedule as well as on an on-call basis.

## **MINIMUM QUALIFICATIONS**

- Bachelor's Degree from an Accredited college or university with a major in social work, psychology, or a field related to human behavior
- Valid Texas Driver's License

## **PREFERRED QUALIFICATIONS**

- Knowledge of the principles, methods, techniques and practices of mental health assessments and intervention; of the function of social service or treatment facility; of community resources; of mental illness and emotional components of physical illness; and of the functioning of mental health inpatient facilities
- Experience in the field of mental health
- Crisis intervention experience/knowledge
- Knowledge of interviewing techniques; and or casework documentation requirements
- Knowledge of local, State and Federal laws and regulations relevant to Community Mental Health and to specific program area of assignment
- Knowledge of community resources; case management principles, objectives, standards, and methods
- Knowledge of the principles and practices of general office procedures
- Knowledge, skills and abilities to devise immediate solutions and be proactive in dealing with administrative and support functions and issues
- Ability to gather and analyze data; to prepare concise reports; and to communicate effectively
- Ability to interpret and apply policies and procedures, rules and regulations and laws
- Ability to read, write and compose concise reports, policies and procedures and other written documents used to guide services delivery and meet the needs and mission of the Center and Division
- Ability to exercise good judgement and discretion in all aspects of work
- Ability to provide guidance to other staff and to assist with management activities
- Ability to develop plans of treatment and work independently as well as part of a team member
- Ability to assess client need and coordinate client services
- Ability to communicate effectively in English and Spanish
- Ability to work flexible hours including evenings, and weekends

## **PSYCHIATRIC NURSE PRACTITIONER**

**Salary: \$100,000.00 - \$125,000.00\DOE -yr.**

**Worksite:**

**Rio Grande City, Texas**

**Opened: 02/24/22**

**Closing Date: UNTIL FILLED**

**Posting # 02-1222**

**Position# 984 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Work is performed under the supervision of the Medical Director and the Staff Psychiatrist assigned program site. Responsibilities include providing psychiatric care to assigned clients. Position ensures all activities support the mission, values and goals of BRBHC. Services include psychiatric evaluations, diagnosis, referral and recommendations for services, Court Ordered evaluations, and admissions for hospitalizations, medication management and other medical and psychiatric duties as assigned. Also responsible for certain administrative functions such as assisting with management of medication cost through effective writing of prescriptions and implementation of administrative and management procedures and routine, for completion of medical records, physician notes, and other clinical documentation in compliance with established Center standards and time frames. Psychiatric services will be provided in the clinical setting in all counties served by BRBHC. Reports problems, issues and concerns related to operation and compliance of OPC to assigned supervisor and serves as



an active member of the MH Division by attending scheduled OPC meetings and maintaining open and active communications with the manager and MH Director.

### **MINIMUM QUALIFICATIONS**

Graduate from 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 and administration of medication used in the field of psychiatry. Must have a valid TX Driver's License

### **PREFERRED QUALIFICATIONS**

Knowledge of principles of the development, implementation and documentation of individualized care and treatment, state and Federal laws and professional standards related to psychiatric treatment. Ability to communicate verbally in English and willingness to expand knowledge & take additional training to learn to communicate in Spanish. Ability to evaluate clients set up and carries out an effective course of treatment utilizing the expertise of other clinical personnel with a minimum of direction. Work collaboratively with supervision psychiatrist and other professional groups. Able to use computers efficiently and use of electronic medical records. Maintains accurate records. Comply with laws, regulations and professional standards related to psychiatric treatment. Must maintain safe driving record to ensure continued coverage under Center's insurance carrier.

## **Outpatient Clinic (OPC)**

### **PSYCHIATRIC NURSE PRACTITIONER**

**Salary: \$100,000.00 - \$125,000.00\DOE -yr.**

**Worksite:**

**Laredo, Texas**

**Opened: 02/24/22**

**Closing Date: UNTIL FILLED**

**Posting # 02-1022**

**Position# 770 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Work is performed under the supervision of the Medical Director and the Staff Psychiatrist assigned program site. Responsibilities include providing psychiatric care to assigned clients. Position ensures all activities support the mission, values, and goals of BRBHC. Services include psychiatric evaluations, diagnosis, referral, and recommendations for services, Court Ordered evaluations, and admissions for hospitalizations, medication management and other medical and psychiatric duties as assigned. Also responsible for certain administrative functions such as assisting with management of medication cost through effective writing of prescriptions and implementation of administrative and management procedures and routine, for completion of medical records, physician notes, and other clinical documentation in compliance with established Center standards and time frames. Psychiatric services will be provided in the clinical setting in all counties served by BRBHC. Reports problems, issues and concerns related to operation and compliance of OPC to assigned supervisor and serves as an active member of the MH Division by attending scheduled OPC meetings and maintaining open and active communications with the manager and MH Director.

### **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 and administration of medication used in the field of psychiatry. Must have a valid TX Driver's License.

### **PREFERRED QUALIFICATIONS**

Knowledge of principles of the development, implementation and documentation of individualized care and treatment, state and Federal laws and professional standards related to psychiatric treatment. Ability to communicate verbally in English and willingness to expand

knowledge & take additional training to learn to communicate in Spanish. Ability to evaluate clients set up and carries out an effective course of treatment utilizing the expertise of other clinical personnel with a minimum of direction. Work collaboratively with supervision psychiatrist and other professional groups. Able to use computers efficiently and use of electronic medical records. Maintains accurate records. Comply with laws, regulations and professional standards related to psychiatric treatment. Must maintain safe driving record to ensure continued coverage under Center's insurance carrier.

## **Child/Adolescent & Parenting Skills (CAPS)**

### **Certified Medical Assistant**

**Salary: \$13.64 - \$16.88/hr.**

**Opened: 4/10/2024**

**Posting #04-0324**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position #652 (Full time)**

#### **DUTIES AND RESPONSIBILITIES**

Responsible for triaging individuals which includes taking vitals. Responsible for daily coordination of telemedicine clinic to include initiating EMR documents for physicians, scanning medical documents into the client charts into the Electronic Medical Record, translation, Prior Authorization of medications, and backup for scheduling Outpatient Clinic appointments, and confirming appointments. Assists in obtaining Medical Records for physicians and nurses and for completion of forms and required documentation to ensure effective and efficient daily operations. Required to register with the Medical Interpreting Training School and successfully complete three (3) on-line courses: Responsible for adhering to work procedures as established by supervisor and Provider Services Administrator in accordance with established policies and procedures of Border Region BHC. May be exposed to physical and/or verbal incidents by disturbed individuals.

#### **MINIMUM QUALIFICATIONS**

- Medical Assistant Certification
- Any combination of education and experience equivalent to a high school diploma or GED

#### **PREFERRED QUALIFICATIONS**

- Experience in translating for physicians.
- Knowledge of office practices and administrative procedures.
- Knowledge of Microsoft Office software packages.
- Ability to operate standard office machines.
- Ability to operate a computer.
- Knowledge of basic mathematical computations.
- Ability to prioritize duties.
- Must have mental and physical capacity to perform the assigned duties.
- Ability to communicate effectively; ability to assess client needs; to coordinate client services; to provide guidance to other staff, to assist with management of activities; and to monitor program effectiveness.
- Ability to translate between English and Spanish.

## **Social Service Worker – Rehab Skills**

**Salary: \$1,435.85 biweekly + Sign On Bonus**

**Opened: 4/5/2024**

**Posting #04-0224**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position #477 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Provides case management activities for the child, adolescent & parent services (CAPS) unit. Will be trained to conduct clinical screenings, assessments, and services eligibility based on consumer needs. Be responsible to coordinate, link, and authorize appropriate services, and to monitor the progress of those individuals in meeting recovery goals. Assists consumers with the identification and management of symptoms of mental illness. The individual will have a caseload of 100-200 clients for case management and/or a minimum of 60 cases for rehabilitative skills. Ensure that all cases have an updated authorization (Child and Adolescents Needs and Strengths) recovery plan, financial, diagnosis assessment, and that all progress notes are submitted at the end of the day. Also serves on the crisis on-call roster on a rotation basis. May provide services in any of the agency's outlying counties which include Starr, Jim Hogg, and Zapata.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited college or university with a major in social work, psychology, or a field related to human behavior.
- Valid Texas Driver's License.

### **PREFERRED QUALIFICATIONS**

- Experience in 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 hours including evening and weekends.

## **PROGRAM SPECIALIST (LPHA/LPC)**

**Salary: \$59,088.64 - \$69,759.87/yr. + Sign on Bonus**

**Worksite: Laredo, Texas**

**Opened: 11/24/20**

**Posting # 11-1220**

**Closing Date: UNTIL FILLED**

**Position# 654 (Full time)**

### **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 (to 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 give 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**

- Master's Degree from an accredited university with a major in Behavioral Science, plus one year of work experience.
- 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 psycho\social 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.

## **CRISIS STABILIZATION UNIT**

### **Psychiatric Nurse Aide**

**Salary: \$14.05/hr.**

**Opened: 10/24/2023**

**Posting #10-0623**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position #908 (Full-time)**

### **DUTIES AND RESPONSIBILITIES**

The Psychiatric Nurse Aide is assigned to the Crisis Stabilization Unit. Assist the treatment team to include Psychiatrist, Registered Nurse, Licensed Vocational Nurse, Qualified Mental Health Professional, and other unit staff with ensuring that the basic needs of people in service on the unit are met. Observes and monitors clients regarding medication, meals, hygiene, sleeping behavioral needs. Provides verbal and written report on each person in service to the Nurse in charge on each shift.

### **MINIMUM QUALIFICATIONS**

Have a high school diploma or GED.

### **PREFERRED QUALIFICATIONS**

Computer knowledge. Ability to organize time, work independently, keep accurate records/statistics. Physically and mentally capable of performing assigned duties. Able to work weekends and Holidays.

### **Registered Nurse**

**(Weekends)**

**Salary: \$2,690.35 – \$3,119.08/biweekly + Sign On Bonus**

**Worksite: Laredo**

**Opened: 10/24/2023**

**Posting #10-0723**

**Closing Date: UNTIL FILLED**

**Position #931 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

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**

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

### **PREFERRED QUALIFICATIONS**

- 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 judgement, establish good relationships with individuals and medical staff.
- Valid Texas Driver's 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 working on CSU.
- Experience in a crisis stabilization unit.

## **Social Service Worker – Crisis Stabilization Unit**

**Salary: \$1,435.85 - \$1,527.23/biweekly + Sign-on Bonus**

**Worksite: Laredo**

**Opened: 9/27/2023**

**Posting #09-0923**

**Closing Date: UNTIL FILLED**

**Position #928 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Performs intensive case management services, skills training and provides psychosocial rehabilitation to meet the treatment needs of assigned patients. Participates in Multidisciplinary Treatment Team (MDT) Meetings to create a Multidisciplinary Treatment Team Plan for each patient admitted to CSU. Meets with all admitted patients daily to work on tasks identified in the MDT Plan. Works closely with the Licensed Professional of the Healing Arts (LPHA) for CSU. Provide referrals to mental health outpatient services, medical services, social services, etc. in the patients' community. Works with patients primarily referred by Border Region BHC service areas but will also work with patients from other contracted sites outside of the BRBHC areas. Must be able to research and collect information regarding social service agencies outside of the BRBHC service areas. Conducts the hospitalization process when recommended by the CSU physician during weekdays and weekends.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited college or university with a major in social work, psychology, or a field related to human behavior
- Valid Texas Driver's license

## **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

## **Maintenance Technician I-IV**

**Salary: \$12.47 - \$13.64/hr.**

**Opened: 6/10/22**

**Posting #**

**Worksite: Laredo, Texas**

**Closing Date: UNTIL FILLED**

**Position# 924 (Full-Time)**

## **DUTIES AND RESPONSIBILITIES**

Performs preventative and general maintenance tasks at the Crisis Stabilization Unit:

- 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
- Repairing general plumbing, electrical, and carpentry issues
- Schedule inspections and service appointments
- Assemble, disassemble and install equipment
- Operate motorized equipment, use hand tools and power tools, and operate motorized vehicles
- Dusting, sweeping, moping, removal of trash and using cleaning equipment
- Be available to work during emergencies (weekends, nights, and holidays)

## **MINIMUM QUALIFICATION**

High school diploma or GED, 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**

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.

# Youth Empowerment Services (YES) WAIVER

## Paraprofessional Aide

Salary: \$14.05/hr.

Opened: 2/21/2024

Posting #02-0424

Worksite: Laredo

Closing Date: UNTIL FILLED

Position #729, 730 (Full time)

### DUTIES AND RESPONSIBILITIES

Addresses the Waiver Participant's needs that arise because of their severe emotional disturbance to avoid institutionalization. Responsible for providing services that are essential to promote community inclusion in typical child/youth activities and exceed what would normally be available for children/ adolescents in the community.

Services include:

- Skilled mentoring and coaching with children/adolescents with mental health problems.
- Assists in preventing and managing behaviors stemming from severe emotional disturbance that create barriers to inclusion in integrated community activities such as after-school care or day care.
- Job placement.

Assists support staff in scheduling appointments and provide transportation to clients as needed. Works closely with qualified mental health professionals.

### MINIMUM QUALIFICATIONS

- High school diploma; or GED
- 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 services specified under the service definition.
- 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 utilize a computer and the ability to create computer databases
- Ability to collect and analyze data; excellent organizational skills
- Ability to gain knowledge, understanding, and the ability to carry out program guidelines, policies and procedures
- Ability to work a flexible schedule which may include weekends
- Demonstrate competency in the provision and documentation of the specified or comparable service
- Competency is assessed and documented by the waiver provider agency and reviewed by Texas Department of State Health Services (DSHS)

## **SOCIAL SERVICE WORKER (ZAPATA CO.)**

**Salary: \$1,435.85/bi-weekly + Sign-On Bonus**

**Opened: 10/20/20**

**Posting # --**

**Worksite: ZAPATA, Texas**

**Closing Date: UNTIL FILLED**

**Position# 186 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Performs tasks including linkage, referral, crisis management, and follow-up. A facilitator provides services that are goal-oriented activities that assist clients by locating, coordinating, and monitoring necessary care and services ensuring that they are appropriate and accessible. The facilitator coordinates building family teams for each client. Work with clients occurs in a variety of settings.

Examples of work performed:

- Assists in accessing medical, social, educational, and other appropriate services.
- Assesses client's needs and authorizes services to meet the identified needs.
- Coordinates service delivery.
- Coordinates Child and Family Team Meetings.
- Develop goals and objectives.
- Coordinates the development of the Person Center Recovery Plan.
- Coordinates the development of the Individualized Plan of Care (IPC), and periodic review of the IPC.
- Provides Crisis Prevention and Management services when needed.
- Monitors service delivery.
- Provides psychosocial rehabilitation to clients authorized for services.
- May provide services in other counties: Jim Hogg, Zapata, or Starr County.

### **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.



# QUALITY MANAGEMENT

## QUALITY MANAGEMENT ADVISOR

**Salary: \$1,574.76/bi-weekly**  
**Opened: 7/1/22 updated 9/22/2023**  
**Posting # 07-0522**

**Worksite: Laredo, Texas**  
**Closing Date: UNTIL FILLED**  
**Position# 326 (Full time)**

### DUTIES AND RESPONSIBILITIES

Assist in the implementation of an on-going Quality Management (QM) program for Mental Health (MH), Substance Use Disorder (SUD) and Intellectual Disabilities and Disorders (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. Performs technical work to include data collection and analysis, data management, report writing for QM. Assist in collection, tabulation, and analysis of Performance Measures, and other research related activities to develop an effective system of oversight for MH, SUD, and IDD Community Services. Assists and provides technical assistance to Quality Management teams and Data Verification in the areas of samples, data collection, data analysis, consumer chart reviews and auditing, 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 business administration, public administration, or field work related to the duties of the position, plus two years (2) of related experience. One year of appropriate experience may be submitted for one 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, Substance Use Disorders, and Intellectual and Developmental Disabilities and the ability to interpret them. Extensive skill in the use of electronic data and/or word processing equipment and software. Proficient in the use of MS Word, MS Excel, MS Access. Experience in community behavioral healthcare setting with specific experience in data collection and management, data verification, research methods, and report writing. Ability to implement new systems and procedures and to evaluate their effectiveness; to interpret codes and regulations. 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.

# SUPPORT SERVICES

## **CLERK II (SUPPLY)**

**Salary: \$12.85 - \$14.05/hr.**

**Opened: 5/15/20**

**Posting # 05-0520**

**Worksite: Laredo, Texas**

**Closing Date: UNTIL FILLED**

**Position# 706 (Full time)**

### **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 helpful. Valid 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 characteristics and general and technical specifications. Have a service-oriented personality.

## **MAINTENANCE ASSISTANT II**

**Salary: \$12.47 - \$13.64/hr.**

**Opened: 7/28/20**

**Posting # 07-1420**

**Worksite: Laredo, Texas**

**Closing Date: UNTIL FILLED**

**Position# 130 (Full time)**

### **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 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. Must have a Texas Driver license.

### **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 objects, 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: \$12.47 - \$13.64/hr.**

**Opened: 7/28/20**

**Posting # 07-1320**

**Worksite: Laredo, Texas**

**Closing Date: UNTIL FILLED**

**Position# 270 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Follow 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 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. Must have a Texas Driver license.

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

# Adult Behavioral Health Unit (ABHU)

## Administrative Technician

**Salary: \$12.85/hr.**  
**Opened: 4/5/2024**  
**Posting #04-0124**

**Worksite: Laredo**  
**Closing Date: UNTIL FILLED**  
**Position #1030 (Full time)**

### DUTIES AND RESPONSIBILITIES

Responsible for handling correspondence and documents, maintaining filing systems and general administrative support duties. Exposed to physical and/or verbal incidents by disturbed individuals. Completion of work requires occasionally originating new methods and techniques. Also responsible for compiling and typing letters, generating statistical data, keeping records of missed appointments, sending out Adult Needs and Strength Assessment (ANSA) due letters and completing Discharge Summaries for cases that need to be closed in our electronic health records system. Maintains routine files. Assembles and organizes materials used by the program administrator in completing work assignments. Additional duties include maintaining computer, printer and copier equipment.

### MINIMUM QUALIFICATIONS

- Any combination of education and experience equivalent to high school graduation or GED, plus six (6) months experience in the field of work related to the duties of the position.
- Valid Texas Driver's license

### PREFERRED QUALIFICATIONS

- Knowledge in current computer software such as Microsoft Word, Excel, Power Point, and other related word 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 public
- Ability to communicate both in writing and verbally in English and Spanish
- Ability to provide excellent customer service skills
- Ability to make basic mathematical computations and tabulation; to maintain clerical records and prepare reports; to compose letters and memoranda; and to operate automated equipment

## Social Service Worker (Resource Hotline)

**Salary: \$1,435.85/bi-weekly + Sign-On Bonus**

**Worksite: Laredo**

**Opened: 8/8/2023**

**Posting # 08-0423**

**Closing Date: UNTIL FILLED**

**Position #1003,1004 (Full time)**

### DUTIES AND RESPONSIBILITIES

Be familiar with all the community resources as they will be able to direct callers to the different services provided in their communities in order to ensure that callers are being referred to the needed services. Also be familiar with all the mental health services,

substance use services, children's services and Intellectual and Developmental Disabilities (IDD) services provided internally by our agency in order to ensure that the appropriate referral is being made. Provides short-term interventions that involve assisting individuals that have been impacted after a disaster, or who may need resources for finding the emotional support for any reason, or need to be referred to support programs in the community to help in dealing with stress, and emotional support. Conduct assessments, referrals and resource linkage to health, mental health or substance use, and IDD services for treatment. Will be on on-call rotation basis for after-hours crisis assessments. Completes all relevant assessment documents, to include the Adult Needs and Strengths Assessment (ANSA), and submits the information in a timely manner. Must become certified to complete the state approved (ANSA).

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited college or university with a major in social work, psychology, or a field related to human behavior.
- Valid Texas Driver's License.

### **PREFERRED QUALIFICATIONS**

- Experience in the field of mental health, substance use, and Intellectual and Developmental Disabilities (IDD)
- Knowledge in local community resources
- 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, children's services and IDD
- Skills interviewing, ability to communicate effectively, to assess the needs of individuals
- Ability to communicate effectively orally/written in English and Spanish

## **LPC/LPHA PROGRAM SPECIALIST (CSC-FEP)**

**Salary: \$59,088.64 - \$69,759.87/YR- DOE**

**Opened: 4/7/22**

**Posting # 04-0222**

**Worksite: Laredo Texas**

**Closing Date: UNTIL FILLED**

**Position# 868 (Full time)**

### **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 for establishing a dedicated First Episode Psychosis (FEP) team. An experienced Master's level clinician who is trained in working with individuals experiencing First Episode (FEP). He or will be the primary contract person for clients and families and will spearhead efforts to engage clients in treatment. The Team Leader's 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 will provide support, education, consultation, and basic services to participants and their families. With younger individuals, working with families will be more prominent since they play a pivotal role in the individuals' lives during adolescence and first years of adulthood. The Team leader will monitor, oversee, and supervise the team-based process. The Team leader shall adhere to fidelity standards as set forth in CSC program in provision of these services or as otherwise specified by System by Agency. The Lead Specialist will be required to provide an average of 5 hours of services per individual per month for 12 months the individual is enrolled in the program. The Team Leader shall provide CSC services for individuals ranging in age from 15-30 years that meet the diagnostic criteria in all counties 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 Lead will report to the Adult Behavioral Health Unit Director.

**MINIMUM QUALIFICATIONS**

- Master’s Degree from an accredited university with a major in Behavioral Science, plus one year of work experience.
- 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 assessment and intervention; of use of the DSM-IV, of the function of social service or treatment facility; of community resources; of mental illness an emotional component of physical illness, and of the functioning of MHMR inpatient and outpatient facilities. Skills in interviewing; ability to communicate effectively in English and Spanish; Crisis Intervention. Ability to provide clinical supervision, professional counseling skills (CBT) provides recovery plan review and recommendations. Must also complete a diagnostic interview and render DSM-V diagnosis.

# Intellectual, Disability & Developmental Department (IDD)

**Social Service Worker**

**Salary: \$1,435.85 biweekly + Sign On Bonus**

**Worksite: Laredo**

**Opened: 3/8/2024**

**Posting #03-0224**

**Closing Date: UNTIL FILLED**

**Position #646 (Full time)**

**DUTIES AND RESPONSIBILITIES**

Works directly with people with disabilities and performs service coordination to assist assigned individuals in gaining access to medical, social, educational and other needed services. Requires aggressive intervention and frequent in-person contacts with individuals, families and service providers. The job requires extensive travel in the community.

**MINIMUM QUALIFICATIONS**

- Bachelor’s Degree from an Accredited college or university with a major in social work, psychology, or a field related to human behavior
- Valid Texas Driver’s License

**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 documents, such as safety rules, operating instructions, maintenance instructions and procedure manuals
- Ability to write routine reports and correspondence
- Ability to communicate effectively orally/written in English and Spanish

## **Therapist Tech III (Crisis Respite)**

**Salary: \$16.37 - \$16.88/hr. + Sign On Bonus**

**Opened: 3/27/2023 updated 4/10/2023**

**Posting # 10-0922**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position # 1012 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Responsible for direct care supervision of consumers receiving services from crisis respite. Trains consumers in the areas of crisis respite plan provided by crisis intervention specialist. Must be flexible to work different schedule as requested by supervisor to provide respite services. Identify the needs of consumers so that training strategies can be established.

### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalency OR
- Any combination of education and experience equivalent to a minimum eight grade reading-comprehension level
- Valid Texas Driver's License

### **PREFERRED QUALIFICATIONS**

- Computer knowledge
- Ability to organize time, work independently, keep accurate records/statistics.
- Must be physically and mentally capable of performing assigned duties.
- Must be able to work under stress.
- Must maintain a valid and in "good standing" current Texas Driver's License.
- Ability to communicate effectively in English, orally and in writing.
- Ability to communicate effectively in Spanish.
- Knowledge of data gathering, recording and reporting procedures.
- Knowledge of Basic Behavioral Modification techniques.
- Ability to perform simple or routine duties exercising leadership without close supervision/ make simple decision.
- Basic knowledge in the areas of Intellectual and Developmental Disabilities.

## **CASE MANAGER (TxHML CASE COORDINATOR)**

**Salary: \$1,194.92/bi-weekly**

**Opened: 10/28/21**

**Posting # 10-0821**

**Worksite: Laredo, Texas**

**Closing Date: UNTIL FILLED**

**Position# 619 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Ensure the effective and continuous provision of quality services as outlined in each consumer's PDP, IPC and IP. Conducting monthly chart audits to ensure that all relevant documentation is in the charts. Meets with providers as necessary to develop justifications for service hours. Attends staffing meetings, collects strategies and methodologies from each provider. Support Coordinator essential tasks/responsibilities include assisting Provider's Supervisor in QM audits, develops the Implementation Plan, Individual Plan, ID/RC, ICAPs Increase/decrease of LON. Complies with all HCS principles and billing guidelines. In addition will assist in the supervision of Host Companion and Specialized Contract staff. Case Coordinator must attend the PDP and CFC training and be able to identify the needs of consumers so that training strategies can be established. Works under moderate supervision with moderate use of initiative and independent judgment.

### **MINIMUM QUALIFICATIONS**

Associate Degree from an accredited college or university with a major in social, behavioral, or human services, Additional related worked experience may substitute for the required education on a year-to-year basis with a maximum substitution of 2 years. Each additional year (30 semester hours) of accredited college work in a related field may substitute for the required work experience on a year for year basis.

## **PREFERRED QUALIFICATIONS**

- Computer knowledge.
- Ability to organize time, work independently, keep accurate records/statistics.
- Must be able to work under stress.
- Must maintain a valid and in "good standing" current Texas Driver's License.
- Ability to communicate effectively in English, orally and in writing.
- Ability to communicate effectively in Spanish.
- Knowledge in data gathering, recording and reporting procedures.
- Knowledge of Basic Behavioral Modification techniques.
- Ability to exercise leadership without close supervision/ make simple decision.
- Basic knowledge in areas of Mental Retardation.

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

**Salary: \$14.94-\$16.37/hr.**

**Opened: 6/19/20**

**Posting # 06-0420**

**Worksite: Laredo, Texas**

**Closing Date: UNTIL FILLED**

**Position# 496 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

The Home Community Services (HCS) day habilitation supervisor is responsible for the provision of services to consumers from the Health and Human Services Commission's (HHSC) Texas Home Living (TxHmL) and HCS Programs for Day Habilitation, Supported Employment, Personal Assistance Services Habilitation (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/Intellectual and Developmental Disabilities Director in Quality Management (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 (2) years of work experience assisting in therapeutic activities. Successful completion of a Therapist Technician program may substitute for six months of experience. Exercising leadership/ability to make simple decision. Valid Texas Driver License.

### **PREFERRED QUALIFICATIONS**

Computer knowledge. Ability to organize time, work independently, keep accurate records/statistics. Must be physically 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 (Therapist Tech)**

**Salary: \$14.05/hr. + Sign On Bonus**

**Opened: 9/30/22**

**Posting # --**

**Worksite: Laredo, Texas**

**Closing Date: UNTIL FILLED**

**Position# 751,749,495,292,  
493,649,378,163,561(HST), 580,  
554, 254, 626 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

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. Must be flexible to work different schedules as requested by supervisor to provide Respite Services. Ability to identify the needs of consumers so that training strategies can be 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**

- High school diploma or equivalency OR
- Any combination of education and experience equivalent to a minimum eight grade reading-comprehension level
- Valid Texas Driver's License

### **PREFERRED QUALIFICATIONS**

Computer knowledge. Ability to organize time, work independently, keep accurate records/statistics. Must be physically and mentally capable of performing assigned duties. Must be able to work under stress.