

# **BORDER REGION BEHAVIORAL HEALTH CENTER**

**March 27, 2023**

## **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 a reasonable accommodation. Requests for reasonable accommodation should be communicated by the applicant-employee. **All applicants upon remitting the application must provide proof of a driver's license, social security card, Selective Service Card and educational achievements-transcripts. An application for Employment must be completed to be considered for a posted position. RESUMES ARE NOT ACCEPTED IN LIEU OF APPLICATIONS.** All applicants meeting minimum requirements will receive consideration; however, not all applications may receive interviews. Border Region is a drug free work place. Before employment, all successful applicants will be required to take and pass a drug test, which detects the presence of several types of drugs. Convictions related to any sexual offenses, drug related offenses, murder, theft, assault, battery or any other crime involving personal injury or threat to another person may make you ineligible for employment in positions in direct contact with individuals served by the Border Region.

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

# PERMANENT POSITIONS

Are not always available

## STAFF PSYCHIATRIST SALARY: DOE

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

### MINIMUM QUALIFICATIONS

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

## BOARD CERTIFIED PSYCHIATRIC NURSE PRACTITIONER SALARY: DOE

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

### MINIMUM QUALIFICATIONS

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

## REGISTERED NURSE SALARY: \$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: \$13.85/HR.

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

### MINIMUM QUALIFICATIONS

Have a High school or GED.

## **SOCIAL SERVICES WORKER**

**SALARY: \$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: \$59,088.64 - \$69,759.87 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**

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

## HB-13

### **Medical Assistant**

**Salary: \$886.61/bi-weekly**

**Opened: 10/24/2022**

**Posting # 10-1322, 12-0622**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position #851, 708 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

This position assists in the operation of the medical services for Primary Care and HB13 services. This position performs within the framework of the organization's philosophy and objectives and under the direction of the 1115 Waiver Program Director. The Medical Assistant assists the HB13 South Texas Traveling Healthcare Team in performing routine administrative, medical care duties associated with caring for the patient. The Medical Assistant will work together with other Border Region Behavioral Health Center staff and Medical providers to ensure total health care for persons served. This position will track patient care and provide physical health education as needed. Will use electronic medical records.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED with a minimum of two (2) years of related experience.

### **PREFERRED QUALIFICATIONS**

- Medical Assistant Certificate from an accredited Medical Assistant Training Institution.
- Valid Texas driver's license
- Knowledge of local community resources; ability to refer and schedule patients
- Ability to communicate effectively; to assess client needs; to coordinate client services; to provide guidance to other staff
- Ability to screen and prepare patients for medical providers
- Ability to perform vital signs, electrocardiograms, visual and audio testing, peak flow meter and document patient complaints
- Ability to assist medical providers during patient examinations and treatment
- Ability to handle telephone calls from patients, pharmacy and laboratory and exceptional customer service
- Ability to maintain inventory of supplies, obtains & reviews the daily schedule of patients and ensures all appropriate preparations are in place to facilitate efficient patient flow for the day
- Able to administer injections and vaccination as requested by medical provider
- Able to assist with maintenance of equipment, supplies and treatment rooms
- Able to adjust to changing situations, ability to handle multiple tasks in a busy environment and see them through to completion
- Knowledge of interviewing techniques, ability to complete appropriate portion of EMR sections; patient's smoking status, allergies, medication list
- Previous experience in coordinating care in a physical health system
- Ability to maintain safe, secure, and healthy work environment by establishing and following standards and procedures; complying with legal regulations
- Ability to accept all other duties & responsibilities as assigned and in a positive manner
- Ability to communicate verbally in English and Spanish
- Able to use computers efficiently and use of electronic medical records

# ACCOUNTING\BUDGET

## Benefits Coordinator

Salary: \$1,091.53 - \$1,194.92/bi-weekly

Opened: 2/6/2023

Posting #

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 and Developmental Disabilities (IDD) consumers 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 Supplemental Security Income (SSI) eligibility hearings as needed. Completes all Benefits Screenings and assists families with SSI/Medicaid Processes.

### MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Health Administration, or a Behavioral Science. OR
- High School diploma or G.E.D., plus five years of experience in a health care environment (Medicare/Medicaid benefits eligibility).
- 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 (DDS)
- 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
- Ability to remain current with knowledge of benefit programs and entitlement
- Ability to work independently with minimal supervision
- Organize work efficiently
- Ability to 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 nonconfrontational 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
- Effective communication skills, orally and written, in English and Spanish

## **Reimbursement Officer**

**Salary: \$1,675.38 - \$1,959.69/bi-weekly**

**Opened: 06/03/2022**

**Posting # 06-0322**

**Worksite: Laredo, Texas**

**Closing Date: UNTIL FILLED**

**Position # 148 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Coordinates and monitors billing and collection activities. Duties consist of posting payments. Conducts reviews to monitor compliance with state and federal laws, rules, and regulations pertaining to reimbursements. Resolves billing problems and financial determinations. Interprets, establishes, and implements policies and procedures. Manage the MCO Generator with submission of authorization for services to the Managed Care Companies. Utilization of Electronic Medical Record system for data. Supervises and trains reimbursement staff. Maintains automated and manual reports for dissemination to Supervisors and Management Team on a periodic basis and be subject to a review and/or audit at any time. Utilizes computer and other accounting office equipment.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited high school or GED, plus two (2) years of work experience in clerical or secretarial duties. 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. Additional related work experience may substitute for the required education on a year for year basis with a maximum substitution of two (2) years.

### **PREFERRED QUALIFICATIONS**

Knowledge of business or program terminology, office procedures, spelling, punctuation, grammar and arithmetic: of records administration and maintenance techniques and procedures. Skill in using a calculator or adding machine, personal computer, copier and facsimile. Ability to train and/or supervise others: to make arithmetic computations: to prepare and maintain detailed records, files and reports; to type accurately at a speed consistent with work requirements and to maintain files.

## **ACCOUNTANT III**

**Salary: \$1,124.30 - \$1,435.84/bi-weekly**

**Opened: 12/3/21**

**Posting #12-0321**

**Worksite: Laredo, Texas**

**Closing Date: UNTIL FILLED**

**Position # 319 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Work involves reconciliation, coding, payment and filing of assigned Account Payable Accounts. Reconciliation of all center Bank Accounts and Certificates of Deposit monthly. Submit to CFO monthly interest earned on related investments. Reconciliation, coding and posting of all payments received thru ACH and Comptroller of Public Accounts. Reconciliation, coding, posting of daily cash vouchers. Responsible for all posting of General Journals of staff in the accounting section. Responsible for coding and posting of all acquisitions and deletion of fixed assets into the accounting system including creation and posting of monthly depreciation. Conduct and reconcile physical Inventory of fixed assets every two years. Prepare Monthly SASH Billing. Works as timekeeper for Accounting, Supply, Cashier and Medicaid eligibility worker. Work under the minimal supervision of the Chief Accountant. May assist in the backup of the Switchboard and Cashier departments.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting or business management plus 3 years of work experience in accounting, bookkeeping or accounting work. Additional related work experience may substitute for the required education on a year for year basis with a maximum substitution of four (4) years.

## **PREFERRED QUALIFICATIONS**

Knowledge of accounting principles and procedures, budget controls and purchasing methods and procedures. Skills in Word and Excel software. Ability to maintain files. Ability to communicate with all levels of staff verbally and email. Knowledge in automated accounting systems. To perform complex accounting transactions. Experience in Fund Accounting.

# **Human Resources**

## **Human Resources Clerk**

**Salary: \$886.61 - \$939.69/bi-weekly**

**Opened: 2/13/2023**

**Posting #02-0723**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position # 1008 (Full time)**

## **DUTIES AND RESPONSIBILITIES**

Performs a variety of specialized clerical duties requiring knowledge of Human Resources operations. Positions allocated to this class are distinguished from the clerical series by the performance of duties in support of the labor relations process and are therefore considered confidential. Responsible for maintaining records, carrying out procedures, preparing a variety of complex documents, and/or effecting public contact which requires considerable knowledge of Human Resources procedures and policies. Effectively assist the public and employees; answer calls and determine how calls should be routed; direct public and employees to appropriate offices; answer routine questions; and distribute and explain forms, such as, employment applications. Prepare, process and review a variety of documents such as applications, employee files, payroll records, for completeness, accuracy and submission standards. Assist in processing employment verifications. Schedule and organize meetings, sort and distribute mail; maintain employee and departmental files. Operate a variety of office equipment including computer, related software, photocopiers, fax machines, and printers.

## **MINIMUM QUALIFICATIONS**

- High School Diploma or GED equivalent
- Basic knowledge of human resources and office operations: fax, telephone systems, typewriter, computer and other office equipment
- Valid Texas Driver's License

## **PREFERRED QUALIFICATIONS**

- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.
- Experience developing and implementing filing systems and other systems to improve organizations and time management.
- Knowledge of the principles and practices of general office procedures.
- 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 administrative and support functions and issues.
- Ability to foster and maintain positive working relationships.
- Ability to exercise good judgment and discretion in all aspects of work.
- Ability to read, write, answer telephones, compose documents, type, and use computer.
- Ability to communicate effectively in English and Spanish.

# CCBHC-E Grant

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

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

**Worksite:**

**Laredo, Texas**

**Opened: 10/24/2022**

**Closing Date: UNTIL FILLED**

**Posting #10-1022**

**Position# 957 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

The Program Specialist (LPHA) is responsible for diagnostic assessment\review, recovery plan and authorization\reviews. He\she will also be required to complete intake assessment 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. He\she will have 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.

### **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**, plus one year experience in a filed related to the position. Experience with mental health assessment and psycho\social evaluation\DSM. Effective communication and social interaction skills children and adolescents.

### **PREFERRED QULIFICATIONS**

Experience in diagnosis and psychosocial assessments utilizing the DMS IV –TR. Behavioral Modifications using CBT interventions. Some Knowledge in working children and\or adolescents. Familiar with Wraparound Team Approach Assessment Project. Able to effectively communicate in English and Spanish.

# Starr County

## **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 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.

## **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.

## **Indigent Care Assistant (Outpatient Clinic)**

**Salary: \$886.61/bi-weekly**

**Opened: 3/27/2023**

**Posting #03-0823**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position #220 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Assists the Prescription Assistance Program (PAP) Coordinator with the following: Completes consumer PAP applications, maintaining and updating consumer files, data entry of applications, monitoring medication expenses, ensuring PAP enrolled consumers are re-authorized for services, complete PAP reports. Writes, fax and/or mails correspondence necessary for PAP applicants. Verifies Sala System forms at least once a day before Outpatient Doctor's appointments. Confirms appointments, updates demographics, financial statements and referrals for Benefit Screening. Also verifies if clients are enrolled for services and has an active Adult Needs and Strengths Assessment (ANSA) Authorization, diagnosis, and a current Recovery Plan before client receives any services. Completes Medication Prior Authorizations.

### **MINIMUM QUALIFICATIONS**

- High School Diploma or GED
- Valid Texas Driver's license

### **PREFERRED QUALIFICATIONS**

- Working with Patient Assistance Programs
- Pharmacy tech courses
- Working in a clinical setting
- Data Entry
- Six months of clerical work experience

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

### **Certified Medical Assistant**

**Salary: \$11.08 - \$13.24/hr.**

**Opened: 10/7/2022**

**Posting # 10-1422**

**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. Requires 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; prefer some experience in translating for physicians.

### **PREFERRED QUALIFICATIONS**

- Knowledge of office practices and administrative procedures.
- Knowledge of Microsoft Office software packages.
- Ability to operate standard office machines.
- Ability to operate 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.

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

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

**Worksite: Laredo, Texas**

**Opened: 09/17/21**

**Closing Date: UNTIL FILLED**

**Posting # 09-0521**

**Position# 661 (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. Intakes 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. He/She will have 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 appropriate to the requirements of the position (degree in the behavioral sciences). Must be a Licensed Practitioner of the Healing Arts (LPC, LMSW-ACP, LCSW, and LMFT). Plus one (1) 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.

### **PREFERRED QUALIFICATIONS**

Experience in diagnosis and psychosocial assessments utilizing the DSM IV-TR. Behavioral Modifications using CBT interventions. Some knowledge in working with children and/or adolescents. Familiar with the Wraparound Team Approach Assessment Project. Prefer some experience in doing screening and or intakes preferably in a social service agency. Knowledge of crisis interventions and suicide assessment tools. Prefer that individual is

familiar with the school setting. Prefer some knowledge in wraparound planning. Must have some experience in community resources. Able to effectively communicate in English and Spanish.

## **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 (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 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.

# **Jim Hogg County**

## **Therapist Technician/Custodian**

**Salary: \$13.85/hr.**

**Opened: 2/22/2023**

**Posting #**

**Worksite: Hebbronville**

**Closing Date: UNTIL FILLED**

**Position # (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Responsible for direct care supervision and trains consumers in the areas of socialization, independent living skills, communication skills, community awareness, and supported employment. Must be flexible to work different schedule as requested by supervisor to provide Respite Services and be able to identify the needs of consumers so that training strategies can be established.

As a custodian: Performs routine unskilled helper's duties in one or more maintenance construction trades for building and equipment. Work involves assisting in maintenance and repairing of buildings, utility systems, stationary and mobile equipment for Jim Hogg

and Zapata Counties. Performs assigned duties in accordance with specific and detailed instructions and is observant of safety to themselves, others and equipment at all times. Follows instructions as per Equipment Technical Manuals. In addition performs entry-level custodial work such as cleaning of offices, rooms, lobbies, halls, and bathrooms.

### **MINIMUM QUALIFICATIONS**

- Any combination of education and experience equivalent to high school diploma or GED.
- Minimum of eight grade reading-comprehension level as evidence by score on ABLE test
- Basic experience in maintenance and housekeeping
- 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.
- Ability to communicate effectively in English and Spanish, orally and in writing.
- Knowledge in 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 areas of Intellectual and Developmental Disabilities.
- Must have the ability and the 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 when necessary.
- Ability to lift heavy objects, no more than one hundred pounds.
- Knowledge of cleaning techniques and procedures
- Skill in the use of custodial materials and chemicals and in the operation of vacuum cleaners, buffers, wet'-dry pick-ups, automatic scrubbers, and related custodial equipment.

## **CRISIS STABILIZATION UNIT**

### **Psychiatric Nurse Aide**

**Salary: \$13.85/hr.**

**Opened: 3/2/2023**

**Posting #03-0223**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position # 903 (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 with regard to 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. Must be physical and mentally capable of performing assigned duties. Able to work weekends and Holidays.

## **Maintenance Technician I-IV**

**Salary: \$727.84 - \$1,059.23/bi-weekly**

**Opened: 6/10/22**

**Posting #**

**Worksite: Laredo, Texas**

**Closing Date: UNTIL FILLED**

**Position# 924**

### **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 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.

# **Youth Empowerment Services (YES) WAIVER**

## **Social Service Worker – Wraparound Facilitator**

**Salary: \$1,435.85 – \$1,675.38/bi-weekly + Sign on Bonus**

**Worksite: Laredo**

**Opened: 3/27/2023**

**Posting #03-0523**

**Closing Date: UNTIL FILLED**

**Position #718 (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 Hog, Zapata or Starr County.

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

## **Paraprofessional Aide**

**Salary: \$13.85/hr.**

**Opened: 2/1/2023**

**Posting #02-0123**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position #729 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Paraprofessional Services address the Waiver Participant's needs that arise as a result of their severe emotional disturbance. These services contribute to the community functioning of Waiver Participants and thereby assist the Waiver Participants to avoid institutionalization. The services are essential to promote community inclusion in typical child/youth activities and exceed what would normally be available for children / adolescents in the community.

Services include:

- Skilled mentoring and coaching - Skilled mentoring would be provided by an individual who has had additional training/experience working with children / adolescents with mental health problems. For example, a teenager with severe behavior problems may require mentoring from a provider with behavioral management expertise.
- Paraprofessional Aide - The Paraprofessional aide assists the Waiver participant 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 – assistance in finding employment.

In addition, work includes other duties as assigned such as transportation, scheduling, and back up to support staff. Works closely with qualified mental health professionals and is out in the community 95% of the time.

### **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; and
- 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).
- 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

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

**Salary: \$1,435.84/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**

## **ADMINISTRATIVE TECHNICIAN IV**

**(QUALITY MANAGEMENT ADVISOR\UTILIZATION MANAGEMENT REVIEWER)**

**Salary: \$1,435.84 - \$1,527.23/bi-weekly**

**Worksite: Laredo, Texas**

**Opened: 7/1/22**

**Closing Date: UNTIL FILLED**

**Posting # 07-0422**

**Position# 848 (Full time)**

## **DUTIES AND RESPONSIBILITIES**

Assist in the implementation of an on-going Quality Management (QM) program for Mental Health (MH), Substance Use Disorders (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. The Utilization Management (UM) Reviewer will work with the Utilization Manager to evaluate necessity, appropriateness, and efficiency in the use of inpatient and outpatient services. Primary function is to collect, analyze, and document information from medical records and providers to be used by the Utilization Manager in prospective reviews, authorization, or in making initial adverse determinations. Conducts retrospective reviews and review 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. 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 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. 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. Experience in a 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.

## **ADMINISTRATIVE TECHNICIAN IV (QUALITY MANAGEMENT ADVISOR)**

**Salary: \$1,435.84/bi-weekly**

**Opened: 7/1/22**

**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 substitutions 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.

**ADMINISTRATIVE TECHNICIAN IV  
(QUALITY MANAGEMENT ADVISOR/CLIENTS RIGHTS  
OFFICER)**

**Salary: \$1,435.84 - \$1,527.23/bi-weekly**

**Opened: 07/1/22**

**Posting # 07-0322**

**Worksite: Laredo, Texas**

**Closing Date: UNTIL FILLED**

**Position# 433 (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. This position also acts as the Client Rights Officer 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 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. 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, 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: \$727.84 - \$770.76/bi-weekly**

**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 help full. Have 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: \$748.15 - \$792.00/bi-weekly**

**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 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. 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 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: \$727.84 - \$814.15/bi-weekly**

**Opened: 7/28/20**

**Posting # 07-1320**

**Worksite: Laredo, Texas**

**Closing Date: UNTIL FILLED**

**Position# 270 (Full time)**

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

## **Gardener/Grounds Keeper**

**Salary: \$9.10/hr.**

**Opened: 11/11/19**

**Posting # 11-0319**

**Worksite: Laredo, Texas**

**Closing Date: UNTIL FILLED**

**Position# 889 (Full time)**

### **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.

## **CUSTODIAN**

**Salary: \$12.47/hr.**  
**Opened: 06/25/21**  
**Posting # 06-1021**

**Worksite: LAREDO, Texas**  
**Closing Date: UNTIL FILLED**  
**Position# 617 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Work involves cleaning and cleaning for center buildings and premises and maintaining custodial equipment.

### **MINIUM QUALIFICATIONS**

Completion of an eighth-grade education.

### **PREFERRED QULIFICATIONS**

Basic experience in maintenance and custodian/housekeeping. 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 when necessary. Ability to lift heavy object, no more than one hundred pounds. Knowledge of cleaning techniques and procedures. Skill in the use of custodian materials and in the operation of vacuum cleaners, buffers, wet-dry pick-ups, automatic scrubbers, and related custodial equipment.

# **Adult Behavioral Health Unit**

## **Social Service Worker – (Screener)**

**Salary: \$1,435.85 – \$1,527.23/bi-weekly + Sign on Bonus**

**Worksite: Laredo**

**Opened: 3/27/2023**

**Posting #03-0623**

**Closing Date: UNTIL FILLED**

**Position #101 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Responsible for performing immediate screening and assessment and brief intensive intervention focused on resolving a crisis and preventing admission to a more intensive level of care. Performs screening assessments and all relevant screening documents. Responsible for performing back up intake worker assessments. Completes all relevant assessment documents, to include the Adult Needs and Strengths Assessment, and submits the information according to established timeframes and guidelines. Performs follow-up activities for non-enrolled consumers who have not been authorized for services and who have not been assigned a Qualified Mental Health Professional – Community Services (QMHP-CS). Also responsible for crisis assessments and crisis intervention of non-enrolled consumers to be completed at the center and/or wherever applicable, as needed. Performs follow-up activities related to performance contract requirements. Serves on the Mental Health crisis on-call rotation. Adheres to the facility productivity standards. Ensures that all consumers' service packages are serviced as per the required average hours each month. Also assists with submitting the National Outcome Measures Service Tool to meet the Certified Community Behavioral Health Clinic (CCBHC) Grant measures.

### **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
- 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.

## **Social Service Worker – (Intake)**

**Salary: \$1,435.85 – \$1,527.23/bi-weekly + Sign on Bonus**

**Worksite: Laredo**

**Opened: 3/27/2023**

**Posting #03-0723**

**Closing Date: UNTIL FILLED**

**Position #973 (Full time)**

## **DUTIES AND RESPONSIBILITIES**

Responsible for performing intake assessments. Completes all relevant assessment documentation, to include the Adult Needs and Strengths Assessment, and submits the information in a timely manner. Performs follow-up activities for those non-enrolled consumers, who have been authorized for services, and who have not been assigned a Qualified Mental Health Professional – Community Service (QMHP\_CS). Works directly with people with disabilities. 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. Also responsible for crisis intervention of non-enrolled consumers. Serves on the Mental Health crisis on-call rotation. Adheres to the facility productivity standards. Ensures that all consumers' service packages are serviced as per the required average hours each month. Also assists with submitting the National Outcome Measures Service Tool to meet the Certified Community Behavioral Health Clinic (CCBHC) Grant measures.

## **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
- 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.

## **Administrative Technician**

**Salary: \$886.61 - \$939.69/bi-weekly**

**Opened: 2/15/2023**

**Posting #02-0923**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position #440 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Performs entry level administrative support and or technical program work. Work involves handling correspondence and documents, maintaining filing systems and general administrative support duties. May be exposed to physical and/or verbal incidents by disturbed individuals. Completion of work requires occasionally originating new methods and techniques. Work involves compiling and typing letters, curriculums, memoranda, statistical data, as well as monthly service provision data; routing mail, receiving visitors, answering the telephone and taking messages, keeping records of appointments, calling consumers to remind them of their scheduled appointments with unit staff, sending out ANSA (Adult Needs and Strengths Assessment) due letters, and Medicaid letters, timekeeping duties, maintain routine files, and assembling and organizing materials used by the program administrator in completing work assignments. Additional duties include maintaining computer, printer, and copier equipment.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited high school or GED, plus (6) months of secretarial or clerical work experience
- Additional related work experience may substitute for the required education on a year for basis with a maximum substitution of two years or
- One (1) semester, (15 semester hours) of accredited college work in a related field may substitute for the required work experience
- Valid Texas Driver's License

### **PREFERRED QUALIFICATIONS**

- Knowledge in current computer software such as Microsoft Word, 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 skills.
- 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.



## **Administrative Technician**

**Salary: \$886.61 - \$939.69/bi-weekly**

**Opened: 2/1/2023**

**Posting #02-0323**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position #263 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Works as the primary secretary to the Assertive Community Treatment Team (ACT) and Service Package 3 (SP3) programs. Answers phone, takes messages, types, answers correspondence, greets new referrals and scheduled appointments with ACT/SP3 providers in rotation, maintains permanent signed memo file, oversees and verifies the accuracy of Productivity Reports filed by providers monthly, opens, closes and transfers cases in the Electronic Medical Records System as directed. Keeps minutes of ACT team staff and SP3 meetings. Designated timekeeper for all ACT/SP3/Supportive Housing & Employment staff. Completes purchase order requests and work orders in a timely manner. Supervises reconciliation of duplicated service reports, completing each request within seven (7) days of receipt of report

### **MINIMUM QUALIFICATIONS**

Any combination of education and experience equivalent to a high school graduation or GED, plus four (4) years of experience in the field of work related to the duties of the position.

### **PREFERRED QUALIFICATIONS**

- Knowledge of office practices and administrative procedures
- Knowledge of Microsoft Office
- Ability to operate standard office machines
- Knowledge and proficiency in basic mathematical calculations
- Ability to prioritize duties and multitask to complete several assignments within specified time frames

## **Social Service Worker – Jail Diversion**

**Salary: \$1,435.84 - \$1,527.23/bi-weekly+ Sign On Bonus**

**Worksite: Laredo**

**Opened: 2/22/2023**

**Posting #02-1123**

**Closing Date: UNTIL FILLED**

**Position #412 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Responsible for implementing the Border Region Behavioral Health Center's Jail Diversion Plan.

The plan requires the center through the Jail diversion mental health designee clinician to implement and develop Pre-booking and Post-booking strategies to intervene with the schizophrenic, major depressive disorder and bi-polar disorder population. Develop a professional working relationship with jail staff, court liaison, court officials and defense counsels. Also responsible for implementing strategies to divert persons with mental illness from the criminal justice system to treatment interventions resulting in the reduced incidence and length of incarceration, reduce recidivism, spare people with mental illness from a criminal record, and provide judges with alternative sentencing options. Works closely with staff from Zapata, Jim Hogg and Starr County and assist in the implementation of Jail Diversion program in those service areas. Provides training and be available form consultation. Work involves collecting, preparing, and reviewing case data used to determine client eligibility for financial, medical and/or social services. Performs follow-up activities within 24 hours request for services for those enrolled consumers who have been authorized for services and have not been assigned a Qualified Mental Health Practitioner (QMHP). Works closely with the staff and district judges assigned to the Mental Health Court to provide clinical information and updates on participating consumers,

recommendations for treatment, and make services accessible for those that are in need to treatment. Will serve on the Mental Health crisis on-call rotation. Adhere to the facility productivity standards depending on the program assigned to at each month.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited university with a major in social work, psychology, sociology, Counseling, Educational Psychology, Rehabilitation, Special Education, Early Childhood Education/Intervention, Gerontology, Nursing, Medicine, Human Growth & Development, and Physician Assistant
- Valid Texas Driver's license

**PREFERRED QUALIFICATIONS**

- Effective communication and social interaction skills in dealing with adults
- 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 mental health inpatient facilities.
- Interviewing skills
- Ability to develop plans of treatment and make recommendations
- Ability to provide guidance to other staff and to assist with management activities
- Ability to work independently as well as part of a team
- Ability to assess client need and coordinate client services
- Assist with management activities
- Experience in the field or mental health preferred
- Crisis intervention experience/knowledge preferred
- Ability to work flexible hours

**Social Service Worker – Service Access**

**Salary: \$1,435.84 - \$1,527.23/bi-weekly+ Sign On Bonus**

**Worksite: Laredo**

**Opened: 2/1/2023**

**Posting #02-0223**

**Closing Date: UNTIL FILLED**

**Position #808 (Full time)**

**DUTIES AND RESPONSIBILITIES**

Responsible for performing intake assessments. Completes all relevant assessment documentation, to include the Adult Needs and Strengths Assessment (ANSA), and submits the information in a timely manner. Performs follow-up activities for those non-enrolled consumers, who have been authorized for services, and who have not been assigned a Qualified Mental Health Professional-Community Service (QMHP-CS). Works directly with people with disabilities. 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. Also responsible for crisis intervention of non-enrolled consumers to be completed at the center and/or wherever applicable.

**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, or Physician Assistant
- 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

- Effective communication and social interaction skills in dealing with adults
- Ability to communicate effectively in English and Spanish; to assess client needs; to coordinate client services; to provide guidance to other staff when needed
- Knowledge of interviewing techniques; and of casework documentation requirements
- Ability to work flexible hours including evenings and weekends
- Knowledge of mental illness, substance abuse and the emotional components of physical illness
- Ability to work with minimal supervision

## **Social Service Worker (Mobile Crisis Outreach Team)**

**Salary: \$1,435.84/bi-weekly +One Step + Sign on Bonus**

**Worksite: Laredo, TX**

**Opened: 12/20/2022**

**Posting #12-0722**

**Closing Date: UNTIL FILLED**

**Position #542 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Performs social service work as part of the Mobile Crisis Outreach Team (MCOT) in both Children, Adolescent and Parenting Skills (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. 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. Service may be provided face to face or via telemedicine equipment as needed.

### **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.

## **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 REPSONSIBILITIES**

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 (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, work 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**

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 assessment and intervention; of use of the DSM-IV, 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 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 have to complete diagnostic interview and render DSM-V diagnosis.

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

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

**Salary: \$13.85/hr.**

**Opened: 3/27/2023**

**Posting # 10-0922**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position #1001, 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**

Any combination of education and experience equivalent to high school graduation or GED or minimum of eight grade reading-comprehension level as evidence by score on ABLE test.

### **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 in 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 areas of Intellectual and Developmental Disabilities.

## **Support Systems Specialist**

**Salary: \$1,574.77 - \$1,574.77/bi-weekly or DOE**

**Opened: 3/2/2023**

**Posting #03-0123**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position #1011 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Serves as a liaison person between Border Region Intellectual IDD staff and Managed Care Organizations (MCO), Health & Human Services Commission (HHSC), Home Community Services/Texas Home Living (HCS/TxHmL) providers. Responsibilities include analyzing Border Region IDD incoming and outgoing information through our Electronic Medical Record System. Prepares and execute reports to and from MCOs individuals Secured File Transfer Portal of insurance companies and/or hospitals/clinics. Responsible for submitting required documentation on a timely manner through HHSC portals of Critical Incident Management System (CIMS), Critical Incident, Performance Contract, Star-Kids, MCO Community First Choice (CFC), IDD Fiscal Monitoring Unit (FMU), Provider Electronic Solutions (PES) and HHSC Operational portal.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree from an accredited college or university with a major in social work, psychology, or related field.

Two years of work experience with IDD programs.

### **PREFERRED QUALIFICATIONS**

Computer skills, ability to organize time, work independently, keep accurate records/statistics. Knowledgeable of community resources. Ability to communicate in both English and Spanish.

## **Program Manager – Individualized Skills and Socialization**

**Salary: \$1,623.69 - \$1,728.00/bi-weekly**

**Opened: 1/10/2023**

**Posting #01-0523**

**Worksite: Laredo**

**Closing Date: UNTIL FILLED**

**Position #1007 (Full time)**

### **DUTIES AND RESPONSIBILITIES**

Developing policies and procedures, planning and organizing program's implementation in the Local Service Area (Jim Hogg, Zapata, Starr and Webb counties). Provides training to ensure service providers get certified. Monitors the effectiveness and continuous provision of quality services as outlined in each consumer's Person Directed Plan and Implementation Plan in the Home Community Base Services and Texas Home Living programs. Attends staffing meetings, collects weekly service records from Individualized Skills and Socialization providers. Conducts monthly quality management reviews and ensures all relevant documentation is completed and filed in the charts. Complies with all Individualized Skills and Socialization Program requirements, Home Community Services and Texas Home Living services principles and billing guidelines

## **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 plus two (2) years of related work experience, one (1) year must have been in a supervisory capacity.

Additional worked related experience may substitute for the required supervisory experience. 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.

Valid Texas Driver's license.

## **PREFERRED QUALIFICATIONS**

- Computer knowledge
- Ability to organize time, work independently, keep accurate records/statistics.
- Ability to communicate effectively in English and Spanish, orally and in writing.
- Knowledge in data gathering, recording and reporting procedures.
- Knowledge of Basic Behavioral Modification techniques.
- Ability to exercise leadership without close supervision/ make decisions.
- Experience working with individuals with Intellectual and Developmental Disabilities.

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

**Salary: \$1,059.23 - \$1,124.30/bi-weekly**

**Worksite: Laredo, Texas**

**Opened: 10/28/21**

**Closing Date: UNTIL FILLED**

**Posting # 10-0821**

**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 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: \$14.24-\$15.05/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 548,579 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. Successfully completion of a Therapist Technician program may substitute for six months of experience. Exercising leadership\ability to make simple decision. Must have a Current Texas Driver license.

### **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 (Therapist Tech)**

**Salary: \$13.85/Hr.**

**Opened: 9/30/22**

**Posting # --**

**Worksite: Laredo, Texas**

**Closing Date: UNTIL FILLED**

**Position# 751,584,506,749,495,292,  
739,493,649,378,163,561(HST)**

**381,579,285,554,470**

**254 (Full time)**

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

**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.