



## **SPINDLETOP MHMR SERVICES**

**655 SOUTH 8<sup>TH</sup> STREET  
BEAUMONT, TEXAS 77701**

**(409) 784-5532**

**Website: [www.spindletopmhmr.org](http://www.spindletopmhmr.org)**

### **EMPLOYMENT OPPORTUNITIES**

**September 1, 2010**

**POSTING 10- 53**

Our goal at Spindletop MHMR Services is to promote an environment of quality customer service in which staff work with pride, integrity, and commitment, and are valued for their individual worth and contribution.

**VACANT POSITIONS** – All vacancies are posted for five (5) working days unless otherwise noted. Applications are accepted from 8:00 a.m. – 5:00 p.m. Monday through Friday. If a closing date is listed, no applications will be accepted after that date. Applications will remain active for six (6) months.

**EDUCATIONAL REQUIREMENTS** – All applicants must meet the minimum qualifications to be considered for an interview. A high school diploma/high school transcript or GED certificate is needed for the application to be completed. All applicants for positions that require a high school diploma or GED are required to take the Adult Basic Learning Examination (ABLE) test. Applicants who have completed at least one semester (twelve hours) of college are exempt from the ABLE test; however, documentation of such completion must be submitted with the application for the application to be complete. For those positions that require a college degree, license, registration or certification, the applicant must submit current credentials for copying or verification purposes for the application to be complete. Verification of a degree requires a certified/official transcript. An offer of employment cannot be made until a high school diploma/high school transcript or GED certificate and/or a certified/official college transcript is received.

**EMPLOYMENT ELIGIBILITY** – The Immigration Reform and Control Act of 1986 (S.1200) requires all new employees to submit documents that provide proof of employment authorization and identity. A Social Security card and driver's license, or similar documents as denoted in the regulations, may be accepted. A valid driver's license and the ability to be insured by the Center's insurance carrier are required for employment unless otherwise indicated. Employees who operate their vehicle on center property and/or on center business must show proof of current liability insurance as required by law.

**CRIMINAL BACKGROUND INVESTIGATION** – Convictions related to any sexual offenses, drug-related offenses, murder, theft, assault, battery, or any crime involving personal injury or threat to another person will make you ineligible for employment.

**APPLICATIONS WILL BE ACCEPTED FOR POSTED POSITIONS ONLY. THE ONLY EXCEPTIONS TO THIS ARE APPLICATIONS FOR LVNs, RNs, AND MASTERS' DEGREE LEVEL POSITIONS.**

**\*\*\*AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER\*\*\***

BACHELOR'S DEGREE REQUIREMENTS – All positions which require a Bachelor's degree are required to meet the following requirements unless otherwise noted on the posting. Bachelor's degree from an accredited college or university with a major in social, behavioral, or human services, or RN required. Social, behavioral, and human services degrees are defined to be: psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human development, physician's assistant, gerontology, educational psychology, and special education. If an applicant has a Bachelor's degree in a different field, he/she may still be considered if they have sufficient credits to qualify for a major in one of the degree fields noted above. The number of credits required for a major is based on the requirement of the college or university from which the applicant has obtained a degree. If an applicant wishes to be considered on this basis, he/she must attach a certified copy of his/her college transcript to the application form. Individuals without the appropriate degree will not be forwarded for consideration unless the transcript is attached and the individual does have sufficient credits for a major in one of the appropriate fields.

**CONTINUOUS POSTINGS ARE PRN (AS NEEDED) POSITIONS**

UNIT NUMBER AND NAME	POSITION TITLE	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS
4900 ATAR Transitional Treatment Center	9491 Therapist Technician	\$9.00 per hour	<u>Minimum</u> – Graduation from an accredited high school or GED. ABE test required. Six months experience in substance abuse counseling or person with experience working with adult males in substance abuse treatment program. Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.	Will provide direct care and supervision to adult males from Texas Department of Criminal Justice. Will be required to drive and provide transportation when needed. Ability to work all shifts and weekends.	As Scheduled
6000 Early Childhood Intervention	Speech Language Pathologist  PRN or Staff position	PRN \$30.74 per hour  Staff \$61,254 thru \$71,157	<u>Minimum</u> – Graduation from an accredited college or university with a Master's degree and State License in Speech and Language Pathology. Clinical experience in specific practice area preferred but not required. Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.	Conducts assessments and provides therapy and service coordination for children ages 0-3 referred to the First Steps ECI program. Provides consultation in area of expertise to families and other team members. Provides training to staff as needed and supervision of students. Creates strategies to accomplish individualized outcomes for children and families.	As Scheduled
7200 MR Day Programs  Beaumont, Orange, Winnie & Port Arthur, TX	9721 Therapist Technician  9761 Therapist Technician	\$9.00 per hour	<u>Minimum</u> – High school or GED. ABE test required. One year of paid experience in working directly with adults with severe or profound mental retardation and physical/developmental disabilities. Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.	Provides a variety of rehabilitation services to adult consumers with mental retardation in accordance with practices and principles of Person Directed Planning and QAIS. Completes all paperwork required to document all services performed. Shares responsibility with other technicians for daily guidance, care and training of assigned consumers with mental retardation in the Community Living Skills Program and other programs as assigned.	As Scheduled
7300 Community Residential	9731 Therapist Technician  Beaumont & Silsbee	\$9.00 per hour	<u>Minimum</u> – Graduation from an accredited high school or GED. ABE test required. Six months of experience which involve at least 50% time providing direct care services to individuals with disabilities. Driving a van may also be required. Valid Texas Driver's, liability insurance and insurable by the Centers insurance carrier.	Performs beginning level work providing direct consumer care and assistance in the development of treatment, care and training programs for individuals with mental illness and/or mental retardation. Duties are performed in accordance with established policies, practices and procedures.	As Scheduled
7400 ICF/MR	9741 Therapist Technician  Beaumont & Silsbee	\$9.00 per hour	<u>Minimum</u> – Graduation from an accredited high school or GED. ABE test required. Six months of experience which involve at least 50% time providing direct care services to individuals with disabilities. Valid Texas Driver's, liability insurance and insurable by the Centers insurance carrier.	Performs beginning level work providing direct consumer care and assistance in the development of treatment, care and training programs for individuals with mental illness and/or mental retardation. Duties are performed in accordance with established policies, practices and procedures.	As Scheduled
7600 Vocational Services	9761 Therapist Technician	\$9.00 per hour	<u>Minimum</u> – Graduation from an accredited high school or GED. ABE Test required. Six months of full time experience assisting in therapeutic activities. Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.	Provides a variety of rehabilitation services to adult consumers with developmental disabilities in accordance with the consumer's Action Plan.	As Scheduled

## CURRENT POSTINGS

UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
2200 Beaumont Outpatient Clinic	255 Secretary III	\$22,581 Thru \$26,759	Minimum-Graduation from high school or GED at least three years experience in increasingly responsible positions requiring knowledge of office practice and administrative procedures. Knowledge of word processing and computer data entry required.	Provides services to adults with mental health problems. Is responsible for scheduling physician appointments, MHBH and Rusk consumers within one week of discharge Serves as a backup to other support staff when necessary to assist in managing the unit.	Mon. – Fri. 8 am – 5 pm	Open until filled
2200 Beaumont Outpatient Clinic	953 Administrative Assistant	\$28,239 Thru \$33,795	Minimum-Graduation from high school or GED at least three years experience in increasingly responsible positions requiring knowledge of office practice and administrative procedures. Knowledge of word processing and computer data entry required.  Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.	Supervises, trains, and monitors the Beaumont Outpatient Clinic Staff. Manages the organization and timely flow of the client contacts with the clinic.	Mon. – Fri. 8 am – 5 pm	Open until filled
2300 Medical Director	1012 LVN II .75 (w/benefits)  9232 LVN II PRN (w/o benefits)	\$19,980 Thru \$23,890  \$14.00 Per hour	Minimum- Must have successfully completed an accredited course in licensed vocational nursing or licensed practical nursing and be licensed as an LVN in the state of Texas.  Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.	Provides nursing and related services to mental ill adult consumers on site. Completes documentation relative to work performed. Works under the general supervision of the latitude for the exercise of discretion and independent judgment.	Mon. – Fri. 8 am – 5 pm	Open until filled

## CURRENT POSTINGS

UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
3702 Community Support-Adult	139 Qualified Mental Health Provider II  (QMHP)	\$29,239 Thru \$32,652	<u>Minimum</u> – QMHP II -See Bachelor's degree requirements on Page 2.  Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.	Develops the individual treatment plan to meet needs of adult mental health consumers as determined in the Uniform Assessment. Provides psychosocial rehabilitative case management services to consumers in accordance with the individual treatment plan. Uses information obtained through observation of consumer and provision of services to make changes to treatment plan for consumer. Completes all paperwork necessary to document services performed. Work is performed under the general supervision of the Community Support Service Team Leader with considerate latitude for the exercise of discretion and independent judgment.	Mon. – Fri. 8 am – 5 pm	Open until filled
3700 Community Support Adult	195 Qualified Mental Health Provider II  (QMHP)	\$29,239 Thru \$32,652	<u>Minimum</u> – QMHP II -See Bachelor's degree requirements on Page 2.  Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.	Develops the individual treatment plan to meet needs of adult mental health consumers as determined in the Uniform Assessment. Provides psychosocial rehabilitative case management services to consumers in accordance with the individual treatment plan. Uses information obtained through observation of consumer and provision of services to make changes to treatment plan for consumer. Completes all paperwork necessary to document services performed. Work is performed under the general supervision of the Community Support Service Team Leader with considerate latitude for the exercise of discretion and independent judgment.	Mon. – Fri. 8 am – 5 pm	Open until filled

## CURRENT POSTINGS

UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
<p style="text-align: center;">3704 Community Support-Forensic</p>	<p style="text-align: center;">182  Qualified Mental Health Provider II  (QMHP)</p>	<p style="text-align: center;">\$29,239 Thru \$32,652</p>	<p><u>Minimum</u> – QMHP II -See Bachelor's degree requirements on Page 2.</p> <p>Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.</p>	<p>Works with the Service Coordinator to develop a community support services schedule and curriculum for each adult mental health consumer assigned. Provides community support services to consumers in accordance with the schedule. Uses information obtained through observation of consumer and provision of services to make changes to service for consumer. Completes all paperwork necessary to document services performed. Work is performed under the general supervision of the Community Support Service Team Leader with considerable latitude for the exercise of discretion and independent judgment.</p>	<p style="text-align: center;">Mon. – Fri. 8 am – 5 pm</p>	<p style="text-align: center;">Open until filled</p>
<p style="text-align: center;">5700 YPS Orange</p>	<p style="text-align: center;">902 Case Manager I</p>	<p style="text-align: center;">\$29,239 Thru \$32,652</p>	<p><u>Minimum</u>- Bachelor's degree from an accredited four year university in psychology, sociology, social work or a related field is desirable. Experience in substance abuse treatment or in schools can be substituted for degree.</p> <p>Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.</p>	<p>Develops and implements a variety of prevention programs for children and adolescents at risk for substance abuse documents works performed. Coordinates use of facility managers.</p>	<p style="text-align: center;">Mon-Fri 8 am – 5 pm</p>	<p style="text-align: center;">Open until filled</p>

## CURRENT POSTINGS

UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
6000 Early Childhood Intervention	674 Registered Therapist V	\$61,254 thru \$71,157	<p><u>Minimum</u> – Graduation from an accredited college/university with a degree in Occupational Therapy. Clinical experience in specific practice area preferred but not required. Demonstrated knowledge of normal and atypical child development, the ability to develop effective intervention strategies and apply a broad range of intervention techniques related to the motor development of young children and knowledge of protocols and methods used to assess young children also required.</p> <p>Valid Texas Driver’s License, liability insurance and insurable by the Center’s insurance carrier.</p>	Provides services to children from 0 to 3 years of age with developmental delays. Conducts assessments and provides therapy for children ages 0-3 referred to the First Steps ECI program. Provides consultation in area of expertise to families and other team members. Provides training to staff as needed and supervision of students. Creates strategies to accomplish individualized outcomes for children and families. Is accountable for assigned property as well as submitting documentation for billing purposes.	Mon. – Fri. 8 am – 5 pm	Open until filled
6000 ECI	1023 Case Manager II	\$28,239 Thru \$32,652	<p><u>Minimum</u>- Bachelor’s degree from an accredited four year university in psychology, sociology, social work or a related field is desirable. Experience in substance abuse treatment or in schools can be substituted for degree.</p> <p>Valid Texas Driver’s License, liability insurance and insurable by the Center’s insurance carrier.</p>	Develops and implements a variety of prevention programs for children and adolescents at risk for substance abuse documents works performed. Coordinates use of facility managers.	Mon. – Fri. 8 am – 5 pm	Open until filled
7301 HCS/TxHmL	528 Secretary IV	\$22,581 Thru \$26,759	<p><u>Minimum</u>-High school graduation or GED, plus two (2) years full-time experience in secretarial work of complexity. One (1) semester (15 semester hours) of accredited college work may be substituted for each six (60 months of the required experience. Maximum substitution, two (2) years.</p>	Performs complex secretarial work and provides routine administrative support and technical assistance for administrative and professional staff providing services to individuals served through General Revenue (GR), Home and Community Based Services (HCS) and Texas Home Living (TxHmL). Works involves disseminating information, maintaining filing systems, and general administrative support work. This position may supervise personnel performing office tasks.	Mon. – Fri. 8 am – 5 pm	Open until filled

**CURRENT POSTINGS**

UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
7301 HCS	1022 Human Services Technician II	\$10,753 Thru \$12,663  (.5 FTE)	Minimum-High school diploma or GED and six (6) months of knowledge in providing care to consumers and receptive to information of various forms.	Ensures providers/contractors of Foster Care/Family Directed Respite receive training necessary to complete documentation, and remain in compliance with all required standards. Monitors provider training, monthly and annual paperwork to ensure accuracy and provides feedback to providers regarding corrections required. Responds to inquiries from staff, consumers, families and providers to ensure that concerns are addressed and services are provided without interruption.	As Scheduled	Open until filled
7500 HCS- Case Management	9738 Case Manager  PRN	\$14.70 Per hour	Minimum- See Bachelor's degree requirements on Page 2.  Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.	Provides HCS Case Management for adults and children with mental retardation, autism, and pervasive development disorder to assist them in gaining access to medical, social, educational, vocational, and other needed services. Has responsibility for the development and coordination of the delivery of each individual Plan of Care (IPC); monitors the delivery of waiver and generic services; integrates various aspects of services delivered under the waiver; and recording each individual's progress. The HCS Case Manager is responsible for the development and oversight of the Person Directed Plan, ensuring services are delivered as planned. Works closely with providers to monitor and coordinate services according to the consumer's plan. May train students, other staff, and volunteers.	As scheduled	Open until filled

**CURRENT POSTINGS**

UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
7530 LA HCS	936 Service Coordinator II	\$28,239 Thru \$32,652	<p>Minimum- See Bachelor's degree requirements on Page 2.</p> <p>Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.</p>	<p>Is responsible for the provision of Service Coordination services to adults and children with IDD, autism, and pervasive developmental disorders in the home and Community-Based Services (HCS) program. Knows services offered through the HCS program and HCS billing guidelines to facilitate the gathering of outcome information necessary for justifying the type of supports and services to be provided; knows the CDS option and delivery of services and ensures that this option is communicated to individuals, their LAR, and/or family members.</p>	Mon. – Fri. 8 am – 5 pm	Open until filled
7603 NDI	791 Human Services Technician I	\$20,800 Thru \$22,724	<p>Minimum- High School diploma or GED, plus (6) months of full time experience assisting in therapeutic activities. Prefer one year experience in the supervision and operation of mechanical equipment. At least (1) year experience working with adults and families of individuals with mental retardation or other disabilities.</p> <p>Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.</p>	<p>Provides a variety of rehabilitation services to adolescents and adult consumers with developmental disabilities in accordance with the consumer's Action Plan. Work is performed at Hardin County NDI under the general supervision of the Supervisor, Vocational Training.</p>	Mon – Fri. 8 am – 5 pm	Open until filled