STARCARE SPECIALTY HEALTH SYSTEM
P.O. Box 2828 LUBBOCK, TEXAS 79408-2828
JOB VACANCY LISTING
October 16, 2017
Human Resource Office (806) 766-0212
Apply on-line at: www.StarCareLubbock.org
EMAIL: hr@starcarelubbock.org

Vacancies listed below remain vacant a minimum, of five (5) business days from date of posting. Applications are accepted online only. Resumes are welcome -- but will not be accepted in lieu of a completed application. Computers are available for use in the Human Resources Office from 8:00 a.m. through 5:00 p.m., Monday through Friday. Per the Department of Homeland Security Immigration guidelines, applicants selected for employment are required to provide documents that provide proof of employment authorization and identity (i.e., Social Security card, birth certificate, passport, driver’s license, etc.). Alternate documents may be accepted as per regulation. Applicants selected for employment are required to provide proof of education such as GED diploma or transcript, official college transcripts, proof of licensure if required for the position, provide a valid driver’s license and proof of auto liability insurance. New employees are required to direct deposit payroll checks.

StarCare Specialty Health System requires all applicants selected for employment to undergo a criminal background check to determine suitability for employment. Convictions related to sexual offenses, murder, theft, assault, battery or any other crime involving personal injury or threat to another person are considered a contraindication for employment at StarCare. Falsification of an application for employment is grounds for dismissal, if employed.

StarCare Specialty Health System is committed to maintaining a drug free and productive working environment for all employees and ensuring the safe and efficient delivery of services to individuals served by StarCare. As a condition of employment, all applicants selected for employment will be required to undergo pre-employment controlled substance testing and TB screening. Annual TB screening and mandatory flu vaccines, completed at agency expense, are required each fall. The agency is “SMOKE FREE” and all tobacco products are prohibited at all facilities, parking lots, etc.

StarCare Specialty Health System is an equal opportunity employer and has a commitment to the principle of diversity and we welcome applications from all individuals. All positions require a period of orientation and training, which is a condition of employment, and selected applicants must be available to attend all sessions of the training at the scheduled times. This bulletin supersedes any previous listings that have circulated. However, some positions have already met the minimum posting requirements and are being held open on a day-to-day basis. Posted salaries reflect the base salary for the respective classification and pay above the base level may be subject to negotiation relative to experience and qualifications.

CURRENT POSITIONS: (See attached for further information)

#213-Psychosocial Evaluator (Associate Psychologist, LPC, LCSW or LMFT) – Network Management (full-time position)
#264-Case Manager II/MCOT Crisis Outreach – Behavioral Health Services (full-time position/nights)
#283-Case Manager II/LCDC-Outpatient Substance Abuse Counselor – Behavioral Health Services (full-time position)
#305-Case Manager III/IDD Service Coordinator – Network Management (full-time position) CLOSED 10-19-17
#349-Director of Nursing/SRC Hospital & Crisis Unit – Behavioral Health Services (full-time position)
#395-Cook IV – Sunrise Canyon Hospital (part-time position)
#397-Cook IV – Sunrise Canyon Hospital (full-time position)
#413-Direct Service Professional II/Community Supports Trainer – Intellectual & Developmental Disabilities (part-time positions)
#415-Direct Service Professional III/Day Hab Trainer – Intellectual & Developmental Disabilities (part-time positions)
#419-Direct Service Professional III/Residential Trainer – Intellectual & Developmental Disabilities (part-time positions)
#427-Direct Service Professional III/Respite Trainer – Intellectual & Developmental Disabilities (part-time position)
#431-Psychiatric Nursing Assistant III/Mental Health Specialist – Behavioral Health Services (Part-time Saturday/ Day & Night shifts)
#433-Psychiatric Nursing Assistant III/Mental Health Specialist – SRC Hospital (full-time Day position)
#435-Psychiatric Nursing Assistant III/Mental Health Specialist – SRC Hospital (full-time Night position)
#469-Licensed Vocational Nurse – Silver Star Health Network (full-time position)
#516-Program Specialist I/Veteran’s Jail Services Specialist – Central Administration (full-time position)
#532-Program Specialist I/Transportation Supervisor – Silver Star Health Network (full-time position)
#603-Program Specialist IV/Children & Adolescent Services Director – Behavioral Health Services (full-time position)
#663-Registered Nurse/Assertive Community Treatment Team – Behavioral Health Services (on-call position)
#669-Registered Nurse/Charge Nurse – Sunrise Canyon Hospital (full-time position/Night shift)
#691-Registered Nurse/Staff Nurse – Sunrise Canyon Hospital (full-time position/Day Shift)
#695-Registered Nurse/Saturday Charge Nurse & Saturday Med Nurse – Behavioral Health Services (Saturday Night shifts)
#696-Registered Nurse/Outpatient Clinic – Behavioral Health Services (full-time position)
#670-Registered Nurse/RN Case Manager – Silver Star Health Network (full-time position)
#712-Clinical Social Worker/LMSW – SilverStar Health Network (full-time position)

This bulletin supersedes any previous listings that have circulated. Some positions have already met the minimum posting requirements and are being held open on a day-to-day basis. It is the Agency’s policy to interview only those applicants who meet the minimum requirements of the job and are deemed the best qualified based on the pool of applicants.

EOE
**POSTING # 213**

**PSYCHOSOCIAL EVALUATOR (Associate Psychologist, LPC, LCS, or LMFT)**

**DEPARTMENT:** Network Management  
**UNIT:** Screening & Assessment

**QUALIFICATIONS:** Graduation from an accredited college or university with a Master's degree with a major specialization in Social work, Counseling, Human Services or related field is required. Must be a Licensed Practitioner of the Healing Arts (LPHA), LPC, LCSW or LMFT. Texas licensure must be unrestricted and in good standing. One (1) year full-time experience in the field of Mental Health preferred. Bilingual (English/Spanish) also preferred. Ability to communicate effectively, professionally and maturely both orally and in writing; Ability to maintain composure in stressful situations; Ability to show compassion and patience to individuals presenting for services; Ability to maintain effective and professional working relationships with co-workers, customers, external providers, and stakeholders; Skill and proficiency with operating a personal computer with Microsoft Office products and experience with operating standard office equipment (copier, fax, etc.) is required. Experience with CMBHS and DSM-V is preferred. Position requires a valid Texas driver’s license and be insurable under Agency liability insurance.

**RESPONSIBILITIES:** Work is performed under minimal supervision of the Director of Access & Intake, with extensive latitude for the use of initiative and independent judgment. Determine eligibility for services within the StarCare Specialty Health System network of services by providing psychosocial assessments to children, adolescents and adults to include diagnostic impression; completing Adult Needs and Strengths Assessment (ANSA) and Child and Adolescent Needs and Strengths (CANS) to assess needs, strengths and level of care; providing referrals to community resources; linking to appropriate StarCare services; and coordinating services with the on-site integrated health care clinic. Assessments will generally be delivered on site at StarCare’s Sunrise Canyon facility but services may also be delivered off-site when needed. This position will also work closely with the Mobile Crisis Outreach Team (MCOT) when individuals present in crisis. Responsibilities also include attending staff meetings, trainings and assisting with special projects and/or assignments as needed. Complete all required documentation within established timeframes.

**HOURS:** Typically 8:00am – 5:00pm, Monday through Friday, with flexibility. This is an EXEMPT with additional hours as needed to meet program needs.

**SALARY:** $1898.77 Bi-Weekly

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**POSTING # 264**

**CASE MANAGER III/Mobile Crisis Outreach Specialist/Nights**

**DEPARTMENT:** Behavioral Health Services  
**UNIT:** Mobile Crisis Outreach Team (MCOT)

**QUALIFICATIONS:** Graduation from an accredited four (4) year college or university with major course work in a Human Services field (psychology, sociology, family studies, etc.) and at least two (2) years of full time experience in a related field. OR, a Master’s degree in Human Services Field, with applicable license, i.e., Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), or Licensed Master’s Social Worker-Advanced Clinical Provider (LMSW-ACP) or Licensed Clinical Social Worker (LCSW). Crisis experience is preferred. Bilingual (English/Spanish) is also preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, printer, pager etc.) and personal computer with Microsoft Office products is required. Local travel with mileage reimbursement is required. Candidate must have current Texas driver’s license and be insurable under Agency insurance. Agency provide monthly phone stipend that is processed with payroll.

**RESPONSIBILITIES:** Provide crisis assessment/intervention and ANSA/CANS assessments for adults, adolescents and children. Provide appropriate recommendation for hospitalization, 23-hours extended observation, referrals to other crisis services, and assist in community linkage to community resources. Coordinate and facilitate crisis intervention services, as needed with StarCare staff, law enforcement and other agencies within the five (5) county catchment area. Provide follow-up services to individuals clinically indicated. Complete Magistrate Warrants when appropriate. Complete all required documentation within established timeframes. Assist supervisor and other Agency staff with special assignments and/or projects.

**HOURS:** 8:00pm - 8:00am, Thursday, Friday and Saturday nights and every other Wednesday

**SALARY:** $1388.77 - $1728.00 Bi-Weekly (Commensurate with Education/License)

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**POSTING # 213**

**PSYCHOSOCIAL EVALUATOR (Associate Psychologist, LPC, LCS, or LMFT)**

**DEPARTMENT:** Network Management  
**UNIT:** Screening & Assessment

**QUALIFICATIONS:** Graduation from an accredited college or university with a Master's degree with a major specialization in Social work, Counseling, Human Services or related field is required. Must be a Licensed Practitioner of the Healing Arts (LPHA), LPC, LCSW or LMFT. Texas licensure must be unrestricted and in good standing. One (1) year full-time experience in the field of Mental Health preferred. Bilingual (English/Spanish) also preferred. Ability to communicate effectively, professionally and maturely both orally and in writing; Ability to maintain composure in stressful situations; Ability to show compassion and patience to individuals presenting for services; Ability to maintain effective and professional working relationships with co-workers, customers, external providers, and stakeholders; Skill and proficiency with operating a personal computer with Microsoft Office products and experience with operating standard office equipment (copier, fax, etc.) is required. Experience with CMBHS and DSM-V is preferred. Position requires a valid Texas driver’s license and be insurable under Agency liability insurance.

**RESPONSIBILITIES:** Work is performed under minimal supervision of the Director of Access & Intake, with extensive latitude for the use of initiative and independent judgment. Determine eligibility for services within the StarCare Specialty Health System network of services by providing psychosocial assessments to children, adolescents and adults to include diagnostic impression; completing Adult Needs and Strengths Assessment (ANSA) and Child and Adolescent Needs and Strengths (CANS) to assess needs, strengths and level of care; providing referrals to community resources; linking to appropriate StarCare services; and coordinating services with the on-site integrated health care clinic. Assessments will generally be delivered on site at StarCare’s Sunrise Canyon facility but services may also be delivered off-site when needed. This position will also work closely with the Mobile Crisis Outreach Team (MCOT) when individuals present in crisis. Responsibilities also include attending staff meetings, trainings and assisting with special projects and/or assignments as needed. Complete all required documentation within established timeframes.

**HOURS:** Typically 8:00am – 5:00pm, Monday through Friday, with flexibility. This is an EXEMPT with additional hours as needed to meet program needs.

**SALARY:** $1898.77 Bi-Weekly

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**POSTING # 264**

**CASE MANAGER III/Mobile Crisis Outreach Specialist/Nights**

**DEPARTMENT:** Behavioral Health Services  
**UNIT:** Mobile Crisis Outreach Team (MCOT)

**QUALIFICATIONS:** Graduation from an accredited four (4) year college or university with major course work in a Human Services field (psychology, sociology, family studies, etc.) and at least two (2) years of full time experience in a related field. OR, a Master’s degree in Human Services Field, with applicable license, i.e., Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), or Licensed Master’s Social Worker-Advanced Clinical Provider (LMSW-ACP) or Licensed Clinical Social Worker (LCSW). Crisis experience is preferred. Bilingual (English/Spanish) is also preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, printer, pager etc.) and personal computer with Microsoft Office products is required. Local travel with mileage reimbursement is required. Candidate must have current Texas driver’s license and be insurable under Agency insurance. Agency provide monthly phone stipend that is processed with payroll.

**RESPONSIBILITIES:** Provide crisis assessment/intervention and ANSA/CANS assessments for adults, adolescents and children. Provide appropriate recommendation for hospitalization, 23-hours extended observation, referrals to other crisis services, and assist in community linkage to community resources. Coordinate and facilitate crisis intervention services, as needed with StarCare staff, law enforcement and other agencies within the five (5) county catchment area. Provide follow-up services to individuals clinically indicated. Complete Magistrate Warrants when appropriate. Complete all required documentation within established timeframes. Assist supervisor and other Agency staff with special assignments and/or projects.

**HOURS:** 8:00pm - 8:00am, Thursday, Friday and Saturday nights and every other Wednesday

**SALARY:** $1388.77 - $1728.00 Bi-Weekly (Commensurate with Education/License)
POSTING # 283
CASEMANAGER III/ LCDC-Outpatient Substance Abuse Counselor
DEPARTMENT: Behavioral Health Services
UNIT: Outpatient Substance Abuse Counseling Program

QUALIFICATIONS: Graduation from an accredited four (4) year college or university with major course work in a Human Services Field, (Sociology, Psychology, Family Studies, etc.) and a Licensed Chemical Dependency Counselor (LCDC) is required. Applicants may also possess a Master’s degree in a human services field and a Licensed Professional Counselor Intern (LPCI) status, or a Licensed Chemical Dependency Counselor Intern (LCDC-I) with at least 2,000 hours or Level III status. One (1) year of related work experience preferred. Knowledge and skill in operating standard office equipment (phone, fax, copier, etc.) and personal computer with Microsoft Office products is required. Must have current Texas driver’s license and liability car insurance and be insurable under the Center insurance. **Selected applicant must pass a criminal background check with the FBI and Texas Department of Criminal Justice.**

RESPONSIBILITIES: Providing support to consumers and their family members through individual and family counseling in the outpatient Substance Abuse Counseling program. The counselor is responsible to assess the individual needs of the consumer and family, make appropriate referrals as needed, and oversee consumer progress. Will serve as primary counselor for people in services and develop treatment plans in order to meet identified needs. Will observe and monitor consumers and conduct individual and group counseling sessions to people enrolled in treatment and work with other team members in delivering services. Work is performed under the direct supervision of the Program Director with moderate latitude for the use of initiative and independent judgment. Complete all required documentation; communicate information to supervisor and other Center employees; Assist the Director and other Center employees with special assignments or projects.

Hours: 40 hours per week, typically Monday through Thursday, with some evening hours for group session. Will discuss further during the interview process.

POSTING # 305
CASE MANAGER III/ IDD Service Coordinator
DEPARTMENT: Network Management
UNIT: Intellectual & Developmental Disability Authority

QUALIFICATIONS: Bachelor’s degree from an accredited four (4) year college or university with major in a Human Services or related field (Sociology, Psychology, Family Studies, etc.), and one (1) year of full-time experience working with individuals with intellectual & developmental disabilities, is preferred. Knowledge and skill in operating personal computer and Microsoft Office products is required. Position requires frequent travel within the service delivery area using personal vehicle, with mileage will be reimbursed at the Agency’s approved rate. Must have current Texas driver’s license and liability car insurance and be insurable under the Agency insurance. Use of personal cell phone, with monthly phone stipend processed with payroll, to return phone calls and text messages.

RESPONSIBILITIES: Provide assessment, service planning, coordination and monitoring of services for people on assigned caseload. Conduct activities through face-to-face and telephone contacts with individuals, providers, family members/legal guardians; Remains current on required training; Assist people on assigned caseload to establish and/or maintain eligibility for services; Promote Person Centered Thinking and self-determination by educating others about rights, options, and choice; Complete and submit all required program documentation (contact notes, services delivery logs and mileage reports) in accordance with the IDD Local Authority Department’s designated timeframes; Assist supervisor and other agency staff with special projects as needed.

HOURS: 8:00 am – 5:00 pm, Monday through Friday, with flexibility to meet customer & program needs.  Revised posting 09-25-17
POSTING #349

DIRECTOR OF NURSING
DEPARTMENT: Behavioral Health Services
UNIT: Sunrise Canyon Hospital/Crisis Unit

QUALIFICATIONS: Graduation with a Master's of Science in Nursing from an accredited university, and currently licensed in the State of Texas by the Board of Nurse Examiners as a Registered Nurse, plus (5) five years of full-time experience as a practicing registered nurse in a recognized public health agency, hospital or health care facility; OR, Bachelor’s degree from an accredited university, and currently licensed in the State of Texas by the Board of Nurse Examiners as a Registered Nurse, plus (10) ten years of full-time experience as a practicing registered nurse in a recognized public health agency, hospital or health care facility and current enrollment in a Master of Science in Nursing program. Psychiatric nursing and management experience is preferred. Must have a current Texas driver’s license and be insurable under the Agency’s insurance. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Must have excellent written and oral communication skills.

RESPONSIBILITIES: Performs complex leadership and management duties in directing nursing service operations, including planning, implementing and evaluating nursing care during the day to day operation of Sunrise Canyon Hospital; provide clinical supervision to nursing staff in the Extended Observation Unit and 1115 Clinic; Facilitate an atmosphere of interactive management between internal and external groups to ensure a high level of customer services; Maintain nursing standards in accordance with the Nurse Practice Act, Joint Commission Standards and Agency and Hospital policies, procedures, and standards. Assess health/mental status of patients and provide quality nursing care and treatment that reflects professionally accepted standards of practice, physician’s orders and the patient’s treatment plan; Observe, assess plan, intervene and evaluate outcomes, and document all aspects of patient care. Demonstrate leadership skills in the supervision, education and direction of subordinate staff. Participates in discipline specific activities and supports programmatic activities, such as Peer Review, QA audits, orientation/supervision of personnel, continuing education, incident/injury reports, patient assessments, medication administration, daily charting, etc. Responsible for recruiting, hiring, training, evaluating and utilizing the positive performance program for assigned employees. Provide new employee orientation and on-going training to nursing/MHS staff to insure quality services are provided; Collaborate and communicate with Physician, Physician Assistant, Charge Nurses, Staff Nurses, MHS and other related staff as a member of the treatment team to ensure appropriate patient care and treatment and provide for the success of the patient. Serve on Hospital Committees as required. Complete required documentation; and Assist with special projects as needed or as requested.

Hours: This is an EXEMPT position with a minimum of 40 hours per week, with the expectation of additional hours to be worked as necessary to ensure the smooth 24/7 operation of SRC/Crisis Nursing Operations

POSTING #395

COOK IV – Part-time
DEPARTMENT: Behavioral Health/Silver Star Services
UNIT: Food Service Operations

QUALIFICATIONS: Graduation from High School or equivalent (GED) with one (1) year of full-time experience in the preparation of food service in a health care facility or commercial food service establishment. Must have current Texas ANSI Food Handlers Certification or attain the certification within the first 30-days of employment. (Education and experience may be substituted – one year of experience equals one year of education). High School graduation or GED is preferred. Prefer experience as a Cook, with the equivalent training and experience in a comparable type commercial food service establishment or institution. Knowledge and skill in operating office equipment, including personal computer, with Microsoft Office products is also required. Must have current Texas driver’s license and be insurable under Center insurance.

RESPONSIBILITIES: Planning and preparing variety of meals/foods (under the guidance of a licensed dietician) in a commercial health care facility kitchen. Duties include: food preparation and cooking; serving meals and monitoring patients requests for second helpings; cleaning and sanitizing kitchen and dining area, equipment, pots, pans, eating utensils, etc.; inventory and ordering of supplies; Responsible for ensuring the Food Service operation maintains prescribed City and State health and safety codes and maintains readiness for on-site inspections. Work is performed under the general supervision of the Procurement Director with moderate use of initiative and independent judgment. Complete all required documentation; complete and maintain required training; and assist with special projects and/or assignments as needed or requested.

Hours: To be discussed during the interview
POSTING # 397

COOK IV – Full-time
DEPARTMENT: Behavioral Health/Silver Star Services
UNIT: Food Service Operations

QUALIFICATIONS: Graduation from High School or equivalent (GED) with one (1) year of full-time experience in the preparation of food service in a health care facility or commercial food service establishment. Must have current Texas ANSI Food Handlers Certification or attain the certification within the first 30-days of employment. (Education and experience may be substituted – one year of experience equals one year of education). High School graduation or GED is preferred. Prefer experience as a Cook, with the equivalent training and experience in a comparable type commercial food service establishment or institution. Knowledge and skill in operating office equipment, including personal computer, with Microsoft Office products is also required. Must have current Texas driver’s license and be insurable under Center insurance.

RESPONSIBILITIES: Planning and preparing variety of meals/foods (under the guidance of a licensed dietician) in a commercial health care facility kitchen. Duties include: food preparation and cooking; serving meals and monitoring patients requests for second helpings; cleaning and sanitizing kitchen and dining area, equipment, pots, pans, eating utensils, etc.; inventory and ordering of supplies; Responsible for ensuring the Food Service operation maintains prescribed City and State health and safety codes and maintains readiness for on-site inspections. Work is performed under the general supervision of the Food Service Manager with moderate use of initiative and independent judgment. Complete all required documentation; complete and maintain required training; and assist with special projects and/or assignments as needed or requested.

Hours: 10:00am – 6:00pm, Monday through Friday, with additional hours as needed to support the food service operation.

POSTING # 413

DIRECT SERVICE PROFESSIONAL III/Community Support Trainer
DEPARTMENT: Intellectual & Developmental Disability Services
UNIT: Community Support

QUALIFICATIONS: Educational competency of at least eighth grade (Educational competency testing is required and is administered by Texas WorkSource of the South Plains for those without a high school diploma or GED) and three written personal references. High school graduation or GED and related experience are preferred. Travel is required using agency vehicles and/or personal vehicle, with reimbursement for personal vehicle use. Must be able to speak English and write legibly and accurately in English (same skills in Spanish preferred but not required). Must be able to attend required training and work assigned schedule. Flexibility in work schedule may be required in order to meet customer and program needs. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Must have a valid Texas drivers’ license, personal auto liability insurance, and be insurable under agency insurance.

RESPONSIBILITIES: Providing assistance in personal hygiene tasks; providing physical assistance such as lifting people; assisting people with eating; monitoring and/or assisting people while setting up and/or taking their medications; assisting, training and/or performing housekeeping duties; providing training and support in a variety of areas, including socialization skills, recreational activities, shopping, community events; providing assistance and support necessary, when authorized by the consumer’s program plan, for the consumer to locate and maintain paid employment; participating in the development and implementation of a consumer’s person-directed plan (PDP); communicating, verbally and/or in writing, to others (including other direct care providers, nursing staff, the program coordinator, the person served, their families, etc.) pertinent information; completing and submitting documentation. Assist supervisor and other staff with special assignments and/or projects. Work is performed under general supervision of the Program Coordinator, with moderate latitude for the use of initiative and independent judgment.

Hours: Part-time, flexible including after school, evenings and weekends, to meet customer needs.
POSTING # 415
DIRECT SERVICE PROFESSIONAL III/Day Hab Trainer
DEPARTMENT: Intellectual & Developmental Disability Services
UNIT: Day Hab Services

QUALIFICATIONS: Graduation from High School or equivalent. OR, Educational competency of at least eighth grade (Education competency testing is required and is administered by WorkSource of the South Plains) and three (3) written personal references; Related work experience in vocational services and/or contracts management is preferred; Must be able to speak English and write legibly and accurately in English. Local travel is required using StarCare vehicles and/or personal vehicle with reimbursement for personal vehicle use. Must be able to attend required training and work assigned schedule. Flexibility in work schedule may be required in order to meet customer and program needs. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Must have a valid Texas drivers’ license, personal auto liability insurance, and be insurable under agency insurance. Occasional use of personal vehicle, with mileage reimbursement, is required.

RESPONSIBILITIES: Assist people receiving services with accessing and participating in various activities, including coordinating and arranging Community Activities. Coordinate, direct, and lead activities within the on-site day habilitation program such as: cooking class, educational classes, arts and crafts activities, exercise activities, etc. Maintain positive relationships while participating and leading activities to foster relationships for those receiving services and create opportunities for those supported within the community. Maintain positive interactions at all times and with community partners to ensure continued community support for those receiving services. Provide training, behavior intervention, health, socialization, recreational, and personal care services and supports, as outlined in the Individual Program Plan/Individual Service Plan, for individuals receiving services. Providing assistance with activities of daily living skills and Instrumental Activities of Daily Living as needed for each person supported as needed and appropriate. Provides physical assistance such as lifting people, assisting people with pivot transfer, and using adaptive equipment to/from wheelchair as needed. Provides training and support in a variety of areas, including socialization skills, recreational activities, shopping, community events, etc. Supervising people during activities to ensure safety, intervene and assist with problem solving and conflict resolution as needed. Completes required documentation of services, including service delivery logs, mileage logs, electronic timesheets, and other related documentation. Verbally communicates pertinent information to other trainers, nurses, supervisor, etc. Ability to transport people receiving services in personal vehicle or center vehicle as needed and appropriate to complete activities. Assist with special projects or assignments as needed or as requested.

Hours: Part-time, flexible hours, from 9am-4pm, Monday through Friday to be discussed during the interview.

Posted 08-07-17

POSTING # 427
DIRECT SERVICE PROFESSIONAL III/Respite Trainer
DEPARTMENT: Intellectual & Developmental Disability Services
UNIT: IDD Respite Services

QUALIFICATIONS: Educational competency of at least eighth grade (Educational competency testing is required and is administered by Work Source of the South Plains for those without a high school diploma or GED) and three written personal references. High school graduation or GED and related experience are preferred. Some positions/shifts will require local travel using agency vehicles and/or personal vehicle with mileage reimbursement according to agency guidelines, for personal vehicle use. Must be able to speak English and write legibly and accurately in English. Must be able to attend required training and work assigned schedule. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, auto liability insurance, and insurability under Agency insurance.

RESPONSIBILITIES: Providing behavior intervention, health, socialization, recreational, and personal care services and supports, outlined in the Individual Program Plan, for individuals receiving services. Provide assistance in personal hygiene tasks, ranging from total physical assistance to monitoring (including toileting, bathing, grooming, dressing, washing hands, brushing teeth, etc.) Provide physical assistance such as lifting people, assisting people with pivot transfer, and using adaptive equipment to/from wheelchair to bed, tub, shower, etc. Assist people with eating, ranging from total assistance to monitoring and teaching appropriate table manners and how to order food in a restaurant. Monitor or assist people with the taking of medications. Perform and/or assist in housekeeping duties, trash disposal, cleaning/sanitizing bathroom and house, laundry, sorting and folding clothing, and other related tasks. Provide training and support in a variety of areas, including socialization skills, recreational activities, shopping, community events, etc. Complete required documentation of services, including contact notes, mileage logs, service activity logs, time sheets, and other related documentation. Verbally communicates pertinent information to other trainers, nurses, supervisor, etc. Assist supervisor and other staff with special assignments and/or projects.

HOURS: 5:00pm – 10:00pm on Friday and 2:00pm- 8:00pm on Saturday & Sunday

Posted 09-25-17
**POSTING # 419**

**DIRECT SERVICE PROFESSIONAL III/Residential Trainer**  
**DEPARTMENT:** Intellectual & Developmental Disability Services  
**UNIT:** ICF and ALU  
**SALARY:** $9.93 Hourly

**QUALIFICATIONS:** Educational competency of at least eighth grade (Educational competency testing is required and is administered by Work Source of the South Plains for those without a high school diploma or GED) and three written personal references. High school graduation or GED and related experience are preferred. Some positions/shifts will require local travel using agency vehicles and/or personal vehicle with mileage reimbursement according to agency guidelines, for personal vehicle use. Must be able to speak English and write legibly and accurately in English. Must be able to attend required training and work assigned schedule. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, auto liability insurance, and insurability under Agency insurance.

**RESPONSIBILITIES:** Providing behavior intervention, health, socialization, recreational, and personal care services and supports, outlined in the Individual Program Plan, for individuals receiving services. Provide assistance in personal hygiene tasks, ranging from total physical assistance to monitoring (including toileting, bathing, grooming, dressing, washing hands, brushing teeth, etc.) Provide physical assistance such as lifting people, assisting people with pivot transfer, and using adaptive equipment to/from wheelchair to bed, tub, shower, etc. Assist people with eating, ranging from total assistance to monitoring and teaching appropriate table manners and how to order food in a restaurant. Monitor or assist people with the taking of medications. Perform and/or assist in housekeeping duties, trash disposal, cleaning/sanitizing bathroom and house, laundry, sorting and folding clothing, and other related tasks. Provide training and support in a variety of areas, including socialization skills, recreational activities, shopping, community events, etc. Complete required documentation of services, including contact notes, mileage logs, service activity logs, time sheets, and other related documentation. Verbally communicates pertinent information to other trainers, nurses, supervisor, etc. Assist supervisor and other staff with special assignments and/or projects.

**AVAILABLE PART-TIME HOURS:**
- 3:00pm – 7:00pm, Thursday & Friday AND 2:00pm – 10:00pm on Saturday **Female Only**
- 2:30pm – 8:00pm, Thursday and Friday AND 2:00pm – 10:00pm on Saturday
- 10:00pm – 6:00am, Friday & Saturday
- 10:00am – 6:00pm, Saturday & Sunday
- 6:00am – 9:00am, Monday through Friday

**POSTING # 431**

**PSYCHIATRIC NURSING ASSISTANT III/Mental Health Specialist/Part-time**  
**DEPARTMENT:** Behavioral Health Services  
**UNIT:** Sunrise Canyon Hospital  
**SALARY:** $9.93 Hourly

**QUALIFICATIONS:** Educational competency of at least eighth grade (Educational competency testing is required and is administered by WorkSource of the South Plains for those without a high school diploma or GED) and three written personal references. High school graduation or GED and related experience are preferred. Certified Nurse’s Aide is also preferred. Some positions may require local travel using agency vehicles and/or personal vehicle with mileage reimbursement for personal vehicle use. Must be able to attend required training and work assigned schedule. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, auto liability insurance, and insurability under Agency insurance.

**RESPONSIBILITIES:** Provide direct nursing assistance for persons admitted to 23-Hours Crisis Observation Unit or Sunrise Canyon Hospital. Mental Health Specialist works as a member of the interdisciplinary team and is responsible for providing nursing assistant services, monitoring changing patient needs, communicating changes with team members, providing pre-crisis and crisis intervention and management, assisting with discharge arrangements and documenting according to Crisis Unit and/or Hospital Policies and Procedures. Function as a part of a treatment team. Complete required documentation. Verbally communicate pertinent information to other trainers, nurses, supervisor, etc. Assist supervisor and other staff with special assignments and/or projects.

**HOURS:** Permanent/Part-time on Saturday, 7:30am - 8:30pm OR 7:30pm – 8:30am  
**Hours corrected 10-02-17**
POSTING # 433

PSYCHIATRIC NURSING ASSISTANT III/Mental Health Specialist -Days

DEPARTMENT: Behavioral Health Services
UNIT: Sunrise Canyon Hospital

QUALIFICATIONS: Educational competency of at least eighth grade (Educational competency testing is required and is administered by WorkSource of the South Plains for those without a high school diploma or GED) and three written personal references. High school graduation or GED and related experience are preferred. Certified Nurse’s Aide is also preferred. Some positions may require local travel using agency vehicles and/or personal vehicle with mileage reimbursement for personal vehicle use. Must be able to attend required training and work assigned schedule. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc..) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, auto liability insurance, and insurability under Agency insurance.

RESPONSIBILITIES: Provide direct nursing assistance for persons admitted to Sunrise Canyon Hospital. Mental Health Specialist works as a member of the interdisciplinary team and is responsible for providing nursing assistant services, monitoring changing patient needs, communicating changes with team members, providing pre-crisis and crisis intervention and management, assisting in therapeutic groups and activities, assisting with discharge arrangements and documenting in the Medical Record according to Hospital Policies and Procedures. Function as a part of a treatment team. Complete required documentation. Verbally communicate pertinent information to other trainers, nurses, supervisor, etc. Assist supervisor and other staff with special assignments and/or projects.

HOURS: 7:30am – 8:30pm, Sunday, Monday & Tuesday

POSTING # 435

PSYCHIATRIC NURSING ASSISTANT III/Mental Health Specialist -Nights

DEPARTMENT: Behavioral Health Services
UNIT: Sunrise Canyon Hospital

QUALIFICATIONS: Educational competency of at least eighth grade (Educational competency testing is required and is administered by WorkSource of the South Plains for those without a high school diploma or GED) and three written personal references. High school graduation or GED and related experience are preferred. Certified Nurse’s Aide is also preferred. Some positions may require local travel using agency vehicles and/or personal vehicle with mileage reimbursement for personal vehicle use. Must be able to attend required training and work assigned schedule. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc..) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, auto liability insurance, and insurability under Agency insurance.

RESPONSIBILITIES: Provide direct nursing assistance for persons admitted to Sunrise Canyon Hospital. Mental Health Specialist works as a member of the interdisciplinary team and is responsible for providing nursing assistant services, monitoring changing patient needs, communicating changes with team members, providing pre-crisis and crisis intervention and management, assisting in therapeutic groups and activities, assisting with discharge arrangements and documenting in the Medical Record according to Hospital Policies and Procedures. Function as a part of a treatment team. Complete required documentation. Verbally communicate pertinent information to other trainers, nurses, supervisor, etc. Assist supervisor and other staff with special assignments and/or projects.

HOURS: 7:30pm – 8:30am, Sunday, Monday & Tuesday
7:30pm – 8:30am, Wednesday, Thursday & Friday

Additional Hours added 10-09-17
POSTING #469

LICENSED VOCATIONAL NURSE
DEPARTMENT: Silver Star Health Network
UNIT: Silver Star Program

QUALIFICATIONS: Must be licensed to practice as a Licensed Vocational Nurse in the State of Texas, with full-time experience as a practicing Licensed Vocational Nurse in a recognized public health agency, hospital or health care facility preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Position requires a valid Texas driver’s license, auto liability insurance, and insurability under Agency insurance.

RESPONSIBILITIES: Administers prescribed medications and assists with other aspects of medication management in partnership with the patient and family, per physician’s order and in compliance with regulatory and other agency policies. Ensures compliance with all Silver Star and Agency rules, regulations, policies and procedures, and other applicable standards of care, in order to ensure services are carried out according to guidelines. Provide patient/family information and education in order to promote the patient’s health; Collaborate and participate in the Interdisciplinary Team (IDT), physicians, personal care attendants and other related staff to ensure comprehensive treatment and care of program participants. Completes and submits documentation, including but not limited to, contact notes, SALs, P-1s, Care Plans, and other related documentation following established guidelines in order to meet funding source requirements. Work is performed under the direct supervision of the PACE Agency Director and Clinic RNs. Communicate information to supervisor and other Agency staff members; Assist with special projects or assignments as requested.

Hours: 40 Hours per week, including weekend hours, to be discussed during the interview.  Posted 10-16-17

POSTING # 516

PROGRAM SPECIALIST I/Veterans Jail Services Specialist
DEPARTMENT: Central Administration
UNIT: Veteran’s Justice Outreach Program

QUALIFICATIONS: Graduation from an accredited four (4) year college or university with major course work in a Human Services, Criminal Justice or other Social Services field (psychology, sociology, family studies, etc.) and two (2) years of law enforcement and/or experience working with Veterans preferred. (Education and experience may be substituted-1 year of experience equals 1 year of college). College degree is preferred. Must be an honorably discharged United States veteran (any branch of service, Knowledge and skill in operating office equipment (phone, fax, copier, etc.) and personal computer with Microsoft Office products is required. Local travel to surrounding counties is required. Must have a current Texas drivers’ license, and be insurable under agency insurance.

RESPONSIBILITIES: Conduct daily operational execution of program tasks in support of the VetStar Justice Outreach Program to support the diversion of Veteran offenders for criminal court to the Veteran’s Justice Outreach Program. Establish relationships with community and surrounding (regional) justice systems, to include attorneys, courts, jails, law enforcement and others as required: Provide support under the Supportive Services for Veteran Families (SSVF) grant for justice involved veterans and coordinate with the SSVF manager as required; Conduct frequent face to face contact with justice-involved veterans including direct visits to detention centers; Conduct training as needed for law enforcement agencies to further VetStar programs; Act as a liaison and have regular contact with a diverse range of public and private veteran agencies, organizations, service providers and the general public; Generate and complete reports required by VA, TVC and DSHS using web-based and PC software and email; Complete all required documentation within established timeframes. Attend meetings, trainings, staffing’s, etc.; Communicate information to supervisor and other Agency employees; and Assist supervisor and other Agency staff with special assignment and/or projects.

Hours: 8:00am – 5:00pm, Monday – Friday, with flexibility to meet program needs.  Revised posting 10-12-17
POSTING # 532

PROGRAM SPECIALIST I/Transportation Supervisor
DEPARTMENT: Silver Star Health Network
UNIT: Silver Star Transportation

QUALIFICATIONS: Graduation from an accredited four (4) year college or university, with major course work in a related field and two (2) years full-time experience in a related field. (Experience and education may be substituted – 30 hours of college equals one year of experience). College Degree is preferred. Supervisory experience is also preferred. Must have at least one year experience with a frail or elderly population, meet the standardized set of competencies for the specific position description before working independently, and be medically cleared for communicable diseases and have all immunizations up-to-date before engaging in direct participant contact. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Must be effectively able to communicate verbally in English and be able to write legibly, professionally and accurately in English. Ability to speak Spanish is helpful, though not required. Must have a current Texas driver’s license and liability car insurance and be insurable under agency insurance (acceptable driving record). Use of personal cell phone, with monthly phone stipend processed with payroll, to return phone calls and text messages.

RESPONSIBILITIES: Supervising assigned employees, including but not limited to: recruitment, hiring, training, delegation of tasks, administration of discipline and providing evaluations as per established guidelines; Developing, implementing, overseeing and providing necessary supports to the program to ensure appropriate, authorized services are provided in a safe, therapeutic manner; Develop transportation routes and schedule transportation for PACE participants, including establishing most cost-effective, transportation routes for pick-up and delivery of participants; Monitoring program vehicles to ensure proper operation and care of vehicles, inspection, registration, preventative maintenance, proper record keeping, etc. in compliance with vehicle maintenance schedules and Center protocols; Completing required documentation of services, including but not limited to: service activity logs, transportation logs, mileage logs, incident reports, time sheets, annual direct-service reports, other related documentation; Communicating, verbally and/or in writing to others (including direct care providers, nursing staff, program director(s), the person(s) served, their family members, etc.) pertinent information to ensure the success of the person served; and assist supervisor and other agency staff with special projects and/or assignments as needed or requested. Collaborate, participate and communicate with Interdisciplinary Team (IDT), physicians, personal care attendants and other related staff; Participate in discipline specific activities such, QI audits, orientation of personnel, continuing education, etc.

Hours: Normal work hours from 8:00am – 5:00pm, Monday through Friday, with flexibility & additional hours as needed to meet transportation and program needs.  

POSTING # 603

PROGRAM SPECIALIST VI/Director of Child & Adolescent Services
DEPARTMENT: Behavioral Health Services
UNIT: C&A Services

QUALIFICATIONS: Master’s Degree in a Human Service related field with applicable licensure to include: Licensed Professional Counselor (LPC), Licensed Marriage and Family Therapist (LMFT), or Licensed Master of Social Worker-Advanced Clinical Practitioner (LMSW-ACP) and three (3) years of full-time experience in a related field and three (3) years of full-time supervisory experience. Bilingual (English/Spanish) is preferred. OR: Master’s Degree in a Human services related field and a Licensed Intern, to include Licensed Professional Counselor Intern (LPC-Intern), Licensed Marriage and Family Therapist Associate (LMFT-A), or Licensed Master of Social Worker-Advanced Clinical Practitioner Intern (LMSW-ACP-I) and three (3) years of full-time experience in a related field and two (2) years of full-time supervisor experience. Proven skills and ability to communicate effectively, both orally and in writing. Ability to maintain effective working relationships with other employees and the public. Local travel, using personal vehicle, with mileage reimbursement is required. Use of personal cell phone, with monthly stipend processed with payroll, to return calls and text messages. Must have current Texas driver’s license, auto liability insurance and be insurable under Center insurance.

RESPONSIBILITIES: Develop, direct and oversee the development and management of Children and Adolescent Services and is responsible for providing leadership and overall management necessary to support program operations. Develop and monitor budgets; manage contract and program performance and fiscal and workload data; ensures compliance with Center policies and procedures, DSHS rules, and other regulatory bodies. Supervise assigned employees including but not limited to recruiting, recommendations for hiring, training, disciplining, and evaluating performance; ensures a positive working environment with continuous quality evaluation and improvement. Communicate information to supervisor and other Center staff; and assist with special projects as needed or as requested. Position Types/Titles Supervised include: C&A Case Managers and Support Staff.

Hours: This is an EXEMPT position with normal work hours from 8:00am – 5:00pm, Monday through Friday, with flexibility & additional hours as needed to meet program needs.  

Posted 10-16-17
POSTING # 663

REGISTERED NURSE-ASSERTIVE COMMUNITY TREATMENT TEAM

DEPARTMENT: Behavioral Health

UNIT: ACT Rehab Services

QUALIFICATIONS: Graduation from an accredited school of nursing and currently licensed in the state of Texas by the Board of Nurse Examiners and four (4) years of full-time experience as a practicing registered nurse in a recognized public health agency, hospital or health care facility; OR, Bachelor’s degree from an accredited college or university and currently licensed in the state of Texas by the Board of Nurse Examiners and two (2) years of full-time experience as a practicing registered nurse in a recognized public health agency, hospital or health care facility. Knowledge and skill in operating standard office equipment (phone, fax, copier, etc.) and personal computer with Microsoft Office products is required. Must have current Texas driver's license and be insurable under Center insurance.

RESPONSIBILITIES: Work is performed under supervision of the Director of ACT services, with broad latitude for the use of initiative and independent judgment. Clinical supervision is provided by ACT Clinical Supervisor. Provides rehabilitative and nursing services to customers of the ACT team. Nursing services include: supervision of self-administration of medication, administration of intramuscular injections, medication administration and counts, lab draws, monitoring of lab values, health instruction, physical and psychological assessments, cross-training of other staff, counting of medications, and ensuring communication of doctor's orders. ACT services include: developing individual service plans; assessing individual needs of costumer and family/significant others; providing hands-on, in-vivo skills training, symptom management, support, medications monitoring, crisis intervention, and peer support; addressing substance abuse, criminal justice, housing, money management, and employment issues; providing 24 hour, 7 days per week crisis coverage; communicating pertinent clinical information; providing face-to-face contact with customers and their support systems; and inpatient services as needed. Complete required documentation and assist with special projects or assignments as needed or requested.

Hours: On-Call, including evenings, weekends and holiday, as needed. Posted 10-09-17

POSTING # 669

REGISTERED NURSE IV/Charge Nurse-Nights

DEPARTMENT: Behavioral Health Services

UNIT: Sunrise Canyon Hospital

QUALIFICATIONS: Graduation from an accredited school of nursing and currently licensed by the Texas Board Nursing as a Registered Nurse (BSN preferred). Experience as a practicing registered nurse in a public health agency, hospital or health care facility, is preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and be insurable under Agency insurance.

RESPONSIBILITIES: Provide on-site oversight and coordination of all on-duty nursing services and Mental Health Specialist personnel during assigned shifts. Provide consultation and clinical expertise to the program and ensure nursing issues are communicated to the Psychiatrist and Director. Provide leadership, management and clinical duties as needed. Act as the point of contact and resource to internal and external customers for after-hours consultation and coordination of nursing activities. Responsible for maintaining nursing standards in accordance with applicable rules and regulations, agency’s policies and procedures, and standards. These procedures include: Initiation and follow through on personnel issues; completion of patient “rounds” as a minimum at the beginning and ending of each shift; assure accuracy and completion of Narcotic Med count, equipment/supply checklists, etc.; Reviewing new patient orders given during the shift for any necessary follow-up action; and coordination of completion of daily reports. Complete required documentation and assist supervisor and other staff with special assignments and/or projects.

Hours: This is an EXEMPT position with normal work hours of 7:30pm – 8:30am, on Wednesday, Thursday & Friday nights. Re-Posted 09-19-17
POSTING # 691

REGISTERED NURSE IV/Staff Nurse-Days

EPARTMENT: Behavioral Health Services
UNIT: Sunrise Canyon Hospital

QUALIFICATIONS: Graduation from an accredited school of nursing and currently licensed by the Texas Board of Nurse Examiners. (BSN preferred). Experience as a practicing registered nurse in a public health agency, hospital or health care facility is preferred and psychiatric nursing experience is also preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and insurability under Agency insurance.

RESPONSIBILITIES: Maintain nursing standards in accordance with the Nurse Practice Act, Agency and Hospital policies, procedures and standards. Observe, assess, plan, intervene and evaluate outcomes and document all aspects of patient care. Demonstrate leadership skills in the supervision, education and direction of subordinate staff. Communicate and collaborate with other shift RNs to ensure 24-hour continuity of care. Nurses will help and assist patients meet their personal goals and ensure treatment is received with dignity and respect. Complete required documentation and assist supervisor and other staff with special assignments and/or projects.

Hours: This is an EXEMPT position with normal work hours of 7:30am – 8:30pm, on Sunday, Monday & Tuesday.

Reposted 09-19-17

POSTING # 695

REGISTERED NURSE IV/Charge Nurse & Med Nurse Saturday Nights

DEPARTMENT: Behavioral Health Services
UNIT: Sunrise Canyon Hospital/EOU Crisis Unit

QUALIFICATIONS: Graduation from an accredited school of nursing and currently licensed by the Texas Board of Nurse Examiners. (BSN preferred). Experience as a practicing registered nurse in a public health agency, hospital or health care facility is preferred and psychiatric nursing experience is also preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and insurability under Agency insurance.

RESPONSIBILITIES: Work as a member of the Sunrise Canyon Inpatient and 23 hours Crisis Observation Unit and is responsible for the satisfactory completion of nursing psychiatric care on the inpatient and/or crisis unit, in accordance with the Nurse Practice Act, Agency, Hospital and EOU policies, procedures and standards. Manage and provide patient care activities for a group of patients through the application of independent judgement, communication and collaboration with all team members, including ancillary and support services. The role of the RN at the Observation Unit encompasses leadership, partnership, collaboration and possible supervision. Psychiatric Nurses provide diagnostic, treatment, crisis intervention, administer medication, provide community education and work in interdisciplinary behavioral health teams. Monitor patient progress and prepare patient for discharge utilizing established clinical pathways. RN reports directly to the unit Charge Nurse and participates in shared decision making activities. Maintain nursing standards. Observe, assess, plan, intervene and evaluate outcomes and document all aspects of patient care. Communicate and collaborate with other staff. Complete required documentation and assist supervisor and other staff with special assignments and/or projects.

Hours: Permanent, Saturday Nights 7:30pm – 8:30am

Revised Posting 05-22-17
POSTING # 696

REGISTERED NURSE IV/Clinic Nurse  
**DEPARTMENT: Behavioral Health Services**  
UNIT: Outpatient Clinic

**QUALIFICATIONS:** Graduation from an accredited school of nursing and currently licensed by the Texas Board Nursing as a Registered Nurse (BSN preferred). Two (2) years of experience as a practicing registered nurse in a public health agency, hospital or health care facility, is preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and be insurable under Agency insurance.

**RESPONSIBILITIES:** Supervision of self-administration of medication, administration of intramuscular injections, medication administration, authorization of medication refills, monitoring lab values, physical and psychological assessments, triage walk-in clients, health instruction, cross training of all other staff, counting medications, ensuring communication of doctor’s orders, communicating pertinent clinical information, providing face to face contact with customers and their support systems, medication education and completion of required informed consumer of medication and inpatient services as needed. Communicate information to supervisor and other Center employees: complete required documentation: assist with special assignments or projects as required.

**Hours: This is an EXEMPT position with normal work hours of 8:00am – 5:00am, Monday through Friday, with flexibility to meet customer and clinic needs.**

**SALARY:** $1840.00 - $2320.06 Bi-Weekly  
(Commensurate with Education & Experience)

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POSTING # 670

REGISTERED NURSE IV/ RN Case Manager  
**DEPARTMENT: Silver Star Health Network**  
UNIT: Silver Star Program

**QUALIFICATIONS:** Graduation from an accredited school of nursing and currently licensed in the State of Texas by the Board of Nurse Examiners as a Registered Nurse (Bachelor of Science in Nursing (BSN) degree preferred), plus four (4) years of full-time experience as a practicing registered nurse also preferred. Must have at least one (1) year experience with a frail or elderly population, meet the standardized set of competencies for the specific position description before working independently, and be medically cleared for communicable diseases and have all immunizations up-to-date before engaging in direct participant contact. Prefer experience in home health care setting, with emphasis on Interdisciplinary approach to treatment. Supervisory experience is also preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, auto liability insurance, and insurability under Agency insurance.

**RESPONSIBILITIES:** Develops and implement all health care for clients to include home care services for PACE program participants, including coordination of all necessary durable medical equipment and nursing home care. Assess home care needs of frail, elderly program participants and identify and develop specific individual plans of care; Responsible for participant comprehensive initial assessment including a discipline specific assessment, reassessments on at least annual basis, plan of care, nursing interventions related to plan of care and coordination of 24 hour care delivery; Coordinate and implement all home care services, including but not limited to nursing, physical therapy, occupational therapy, speech therapy, personal care services, and other related participants needs. Promotes and maintain health of program participants through nursing assessment, treatment, teaching, counseling and appropriate preventive and rehabilitative services. Perform nursing assessments, medications administration, wound care and/or other nursing related care per scope of practice in participant's place of residence including hospitals and other related facilities. Work as a clinical liaison between facility and the IDT team and the physician. Counsel the patient and family in meeting nursing and related needs. RN provides health care instructions to the patient as appropriate per assessment and plan. RN must be capable of comprehensive assessments and orchestration of care for home, nursing home and assisted living clients. RN will be responsible for medication management of client to include teaching, competency and compliance. Participate in discipline specific activities such as Peer Review, QI audits, orientation of personnel, continuing education, etc., for efficient resource management and on-going training. Monitor and ensure regulatory compliance of program quality while maintaining an optimal level of independence for participants; Collaborate, participant and communicate with Interdisciplinary Team (IDT), physicians, program specialists and other related staff; Completes required documentation; assist supervisor and other Agency staff with special assignments and/or projects.

**Hours: This is an EXEMPT position with normal work hours between 7:30am – 5:30pm, Monday through Friday, with flexibility to meet program needs. Will share weekend/holiday on-call duties with other nurses once to twice a month, depending upon rotation.**

**SALARY:** $1759.85 - $2242.15 Bi-Weekly  
(Commensurate with Education & Experience)

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Reposted 04-03-17
POSTING #712

CLINICAL SOCIAL WORKER V/Licensed Master’s Social Worker

DEPARTMENT: SILVER STAR HEALTH NETWORK

UNIT: All-Inclusive Care for the Elderly (PACE)

SALARY: $1623.69 - $1728.00 Bi-Weekly (Commensurate with Education & Experience)

QUALIFICATIONS: Master’s degree in a Human Services field and current Texas License as a Master’s Social Worker. Must have at least one (1) year of experience with a frail or elderly population, meet the standardized set of competencies for the specific position description before working independently, and be medically cleared for communicable diseases and have all immunizations up-to-date before engaging in direct participant contact. Knowledge of community resources, crisis intervention and case management services is also preferred. Knowledge and skill in operating standard office equipment (phone, fax machine, copier, printer, pager, etc.) and personal computer with Microsoft Office Products is required. Must have a current Texas drivers’ license, and be insurable under Agency’s insurance.

RESPONSIBILITIES: Provide social work services to each program participant to promote mental and social health of participants through assessment, treatment, teaching and counseling; Responsible for participant comprehensive initial assessment including a discipline specific assessment, reassessments on at least semi-annual basis, plan of care, and coordination of 24 hour care delivery; Implement social work care plan and coordination of social work with other community services and supports. Provide basic casework and consultation for participants. Facilitate communication between participants, their families and the Care team. Develop and facilitate the participant council to create dialog among participants, care-givers and the staff. Provide assessments, family and individual support, serving as a liaison with available community resources; Facilitate discharge planning and making post-discharge arrangements; Collaborate, participant and communicate with Interdisciplinary Team (IDT), physicians, personal care attendants and other related staff; Provide leadership and training to Care Team members to ensure continuity and coordination of care and staff development of employees; Monitor and ensure regulatory compliance of program quality while maintaining an optimal level of independence for participants; Work is performed under the general supervision of the PACE Center Manager with broad latitude for the use of initiative and independent judgment. Complete required documentation; and assist with special assignments or projects as requested.

Hours: 8am-5pm, Monday-Friday, with flexibility to meet program needs. This is an EXEMPT, additional hours may be necessary to ensure program operations.

Posted 09-11-17