



**SPINDLETOP CENTER**  
**655 SOUTH 8<sup>TH</sup> STREET**  
**BEAUMONT, TEXAS 77701**  
**(409) 784-5532**  
Website: [www.stmhm.org](http://www.stmhm.org)

**EMPLOYMENT OPPORTUNITIES**  
**February 1, 2012**  
**Posting 12 – 22**

Our goal at Spindletop Center 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.

**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\*\*\***

## CURRENT POSTINGS

**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 licensed as a Registered Nurse in the State of Texas. 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.

ALL POSITIONS REQUIRE - Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.

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

UNIT NUMBER AND NAME	POSITION TITLE	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
7020 LEAP  7200 IDD Day Programs  7300 Community Residential  7400 ICF/MR  7600 IDD Voc Services	PRN THERAPIST TECHNICIAN I  (Just list the title of this position)	\$9.00 per hour	<u>Minimum</u> – Graduation from an accredited high school or GED. ABL test required. Six months of experience providing direct care services to individuals with disabilities. Driving a van may also be required.	Performs beginning level work providing direct consumer care and assistance in the development of treatment, care and training programs for individuals with intellectual and developmental disabilities. Duties are performed in accordance with established policies, practices and procedures.	As Scheduled	N/A
3100 Crisis Transitional Services	9316 PRN MH Deputy	\$45.00 per hour	<u>Minimum</u> – Must be licensed as a Texas Peace Officer.	Will assist SPRINT team with community calls, issue emergency peace officer warrants as appropriate, ensure safety and security both on campus and on off-site evaluations. Complies with DSHS guidelines for increased crisis services and increased staff and consumer safety. Assists with safe transportation of consumers between inpatient hospitals. Crisis respite and OPC appointments as necessary	Generally Mon – Thurs 1pm – 5pm  Flexible to the needs of the unit	N/A

### REGULAR POSTINGS

1004 Network Services	459 Administrative Assistant III	\$28,239 thru \$33,795	<u>Minimum</u> - High school diploma or G.E.D. with considerable experience in computer software including Microsoft Word and Excel. Demonstrated organizational and writing skills required.	Develops and maintains central filing system for all center standards, meeting minutes, legal cases, etc., coordinates credentialing process for Managed Care provider status, assists in completing managed care contracts, serves as unit time keeper, compiles and coordinates distribution of current copies of center policies and procedures, and handles other administrative duties. Coordinates Mental Health Medicaid Fair Hearing Letter. Serves as the Center's Infection Control Coordinator. Serves as liaison to the MHPAC.	Mon thru Fri 8 am – 5 pm	Open until filled
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CURRENT POSTINGS

UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
3100 Crisis and Intake	1053 OCR Program Administrator  (In-House only)	\$40,816 thru \$47,208	<u>Minimum</u> - Master's degree from an accredited college or university with a major in social, behavioral or human services. Licensed as a Professional Counselor, Licensed Clinical Social Worker, Licensed Marriage and Family Therapist or Clinical Psychologist in the State of Texas required. Experience with the SMHF system and the DSHS continuity of care process is preferred.	Provides clinical and administrative supervision to the Outpatient Competency Restoration (OCR) QMHP. Maintains written policies and procedures for the program and the OCR curriculum. Acts as a liaison between all involved members of the criminal justice system. Responsible for all reports to DSHS, criminal courts, etc. Completes initial assessment for intake/crisis services for individuals in the program. Performs comprehensive intake assessments, diagnostic summaries, and initial counseling for participants in the program. Identifies areas of need, participates in the development of the initial treatment plan, schedules follow-up services and makes referrals to internal/external resources as indicated.	Mon thru Fri 8 am – 5 pm	Open until filled
3702 Community Services – Adult	858 QMHP II (Supported Employment Specialist)	\$29,239 thru \$32,652	<u>Minimum</u> - Bachelor's degree requirements as listed on page 2.	Provides Psychosocial Rehabilitative services to assigned consumers based upon needs. Provides Supported Employment and Job Placement services to consumers via contract with the Department of Assistive and Rehabilitation Services. Completes documentation and billing compliant with Medicaid, JCAHO, DSHS and DARS requirements. Must have transportation and be willing to provide transportation to consumers.	Mon thru Fri 8 am – 5 pm	Open until filled
3702 Community Services – Adult	865 QMHP II	\$29,239 thru \$32,652	<u>Minimum</u> - Bachelor's degree requirements as listed on page 2.	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 service to make changes to treatment plan for consumer. Completes all paperwork necessary to document services performed.	Mon thru Fri 8 am – 5 pm	Open until filled

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3702 Community Services – Adult	1052 QMHP III (Supported Employment Specialist)  (In-House Only)	\$32,729 thru \$36,802	<u>Minimum</u> - Bachelor's degree requirements as listed on page 2. 3 years experience working with persons with mental illness.	Provides supervision to Supported Employment Specialists in Supported Employment (SE) unit. Provides Supported Employment services according to DSHS SE fidelity model. Provides supervision to staff approved through DARS for Supported Employment and Job Coaching activities via the DARS contract. Completes documentation and billing compliant with Medicaid, JCAHO, DSHS and DARS requirements. Must have transportation and be willing to provide transportation to consumers.	Mon thru Fri 8 am – 5 pm	Open until filled
3708 Community Services – PATH	944 QMHP II	\$29,239 thru \$32,652	<u>Minimum</u> - Bachelor's degree requirements as listed on page 2.	Works with the homeless population 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 service to make changes to service schedule for consumer. Completes all paperwork necessary to document services performed. Brings substance abuse training to team in order to address these issues with the homeless population.	Mon thru Fri 8 am – 5 pm	Open until filled
6000 ECI	9602 Dietetic & Nutrition Specialist III  (PRN)	\$22.47 thru \$26.37 per hour	<u>Minimum</u> - Graduation from an accredited college or university with a bachelor's degree in food and nutrition, food technology, home economics or a related field and two (2) year of experience in nutrition and/or food service operations/management. Prefer applicant with specialized knowledge and experience in nutritional needs of children and familiarity with protocols and methods used to assess young children with developmental disabilities and individuals with psychiatric diagnoses. Registration as a Dietitian with the American Dietetic Association is required	Is responsible for conducting nutritional assessments, consultations, and oversight of diet orders for children and adults served through the Early Childhood Intervention Program (ECI) and General Revenue. Provides consultation in the area of nutrition to consumers, families and other team members. Provides training to staff. Develops supports to accomplish individualized outcomes for adults, children and families. Is accountable for assigned property as well as submitting documentation for billing purposes.	As Scheduled	Open until filled

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UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
7300 HCS	526 Residential Specialist IV	\$28,239 thru \$33,795	<u>Minimum</u> - High school diploma or GED. Two years of experience in working with individuals with disabilities in a residential setting is preferred. One year supervisory experience preferred.	Provides Residential Coordination for children and adults with intellectual and developmental disabilities served through Foster/Companion Care, Residential Support Services, Supervised Living and Supported Home Living, Respite and Community Supports. Directs training and supervision of residential staff, participates in the hiring process and the development of new employees. Monitors the needs of and the provision of services to the individuals who reside/participate in each location/ service area. Operates within the guidelines of the performance contract, HCS, and TxHmL principles.	Mon thru Fri 8 am – 5 pm	Open until filled
7300 HCS	1054 RN  (.75 FTE)  Temp position until 8/31/12	\$35,048 thru \$41,130	<u>Minimum</u> - Graduation from an accredited school of professional nursing. Licensed as a Registered Nurse in the state of Texas.	Provides registered nursing services as determined by individual needs to children and adults with intellectual and developmental disabilities, autism spectrum disorders or related conditions served through General Revenue, Home and Community-Based Services (HCS), Texas Home Living (TxHmL) and Intermediate Care Facility Programs. Responsibilities include completing comprehensive and focused assessments, participation in the interdisciplinary process to assist in the development of the Individual Plan of Care and for ensuring that nursing services consist of the performance of health care procedures as identified by the Performance Contract, and the HCS and TxHmL Billing Guidelines. Responsible for providing training regarding tasks that are delegated to unlicensed persons. May provide training to other staff, providers, individuals, family members, volunteers and students. Completes documentation relative to work performed.	As Scheduled	Open until filled
7310 HCS	9732 LVN III  (PRN)  Temp position until 8/31/12	\$17.26 per hour	<u>Minimum</u> - Must have successfully completed an accredited course in vocational nursing or practical nursing and be licensed as an LVN in the state of Texas.	Provides nursing services as determined by individual needs to children and adults with intellectual and developmental disabilities, autism spectrum disorders or related conditions through the Home and Community-Based Services and Intermediate Care Facility Programs. Responsibilities include participation in the interdisciplinary process to assist in the development of the Individual Plan of Care and for ensuring that nursing services consist of the performance of health care procedures as identified in the HCS Billing Guidelines. May provide training to other staff, providers, individuals, family members, volunteers and students. Completes documentation relative to work performed.	As Scheduled	Open until filled

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UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
7530 HCS- Service Coordination	9738 Service Coordinator II  (PRN- Temporary)	\$14.70 per hour	<u>Minimum</u> – Bachelor’s degree requirements as listed on page 2. One year of experience in a human services field. A Master’s degree may substitute for one year of experience.	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. Conducts interviews with consumers, LAR, family, and provider staff. Maintains individuals’ records for an IPC year; conducts enrollment activities for individuals entering the HCS Program; manages all transfers of consumers; monitors the need of involuntary and the request for voluntary termination of HCS services; monitors an HCS consumer’s program suspensions status; uses person-directed planning (PDP) and the Person Directed Plan Discovery Tool as a guide to develop and complete the PDP; communicates and assists the individual or LAR about the legal rights of the individual as a citizen and as a person with a disability; monitors guardianship status; monitors Medicaid eligibility. Knows the complaint process; knows activities related to individuals under 22 years of age seeking or receiving supervised living or residential support; knows about Permanency Planning; coordinates completion of the Individual Plan of Care (IPC) with the HCS provider and agrees or disagrees with the proposed IPC renewals and revisions that the provider has submitted to DADS for approval; monitors Level Of Need (LON) through review of the MR/RC and agrees or disagrees with the MR/RC that the provider has submitted to DADS for approval; assists with non-waiver activities including the PCS program; utilizes effective documentation to provide evidence of ongoing monitoring of the provisions of the individual’s program services through progress notes and regular reviews using appropriate HCS and/or LA forms as required. Conducts face-to-face visits with assigned individuals as determined from the PDP process. Works closely with Providers and their staff to ensure effective communication regarding the coordination of meetings and changes in service needs or living arrangements. Completes required data entry and monitoring in the CARE and ADP systems. Assists with maintaining the HCS Interest List. Travels as needed; May train students, other staff, Individuals/LAR/AIP and volunteers. May supervise, as a mentor, the work of others.	Mon thru Fri 8 am – 5 pm	Open until filled
7600 IDD Voc Svc- Ben Rogers	710 Human Services Tech I	\$20,800 thru \$22,724	<u>Minimum</u> - High School diploma or GED, plus (6) months of full time experience assisting in therapeutic activities. Prefer one year experience supervision of individuals and operation of mechanical equipment. At least (1) year experience working with adults and families of intellectual and developmental disabilities.	Provides a variety of rehabilitation services to adult consumers with developmental disabilities in accordance with the consumer’s Action Plan.	Mon thru Fri 8 am – 5 pm	Open untilfilled

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