



SPINDLETOP MHMR SERVICES
655 SOUTH 8TH STREET
BEAUMONT, TEXAS 77701
(409) 784-5532
Website: www.spindletopmhmrs.org

EMPLOYMENT OPPORTUNITIES
MARCH 10, 2010
POSTING 10 - 28

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. ABLÉ 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 \$52,038 thru \$57,181	<u>Minimum</u> – Graduation from an accredited college or university with a degree 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> – Graduation from an accredited high school or GED. ABLÉ test required. At least one year of experience in providing services to adults with severe or profound mental retardation and physical/developmental disabilities.	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. ABLÉ 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
7400 ICF/MR	9741 Therapist Technician Beaumont & Silsbee	\$9.00 per hour	<u>Minimum</u> – Graduation from an accredited high school or GED. ABLÉ 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. ABLÉ 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.	

CURRENT POSTINGS

UNIT NUMBER AND NAME	POSITION TITLE AND NUMBER(S)	SALARY RANGE	MINIMUM AND PREFERRED EDUCATION / EXPERIENCE	GENERAL DESCRIPTION	WORK HOURS	CLOSING DATE
1003 Human Resources	396 Staff Services Officer III	\$40,816 thru \$47,208	<u>Minimum</u> – Bachelor’s degree from an accredited college or university in human resource management, business administration or a related field. At least 3 years of experience in Human Resources. PHR or SPHR certification preferred but not required. Must have experience using a variety of computer software including Microsoft Office. Experience reviewing and implementing computer hardware and software preferred but not required. Valid Texas Driver’s License, liability insurance and insurable by the Center’s insurance carrier.	Oversees and administers the Center’s benefits programs including preparing and evaluating the bid process, preparing monthly billings, working with benefit administrators and employees regarding filing of claims and explaining benefits to employees. Spearheads the Human Resource Department’s transition to a paperless record-keeping system. Reviews a variety of Human Resources Department functions for improvements in efficiency and services. Works on special projects as assigned by the Director of Human Resources.	Mon. – Fri. 8 am – 5 pm	Open until filled
1004 Network Services	979 Public Relations & Marketing Administrator	\$42,673 thru \$51,398	<u>Minimum</u> – Bachelor’s degree from an accredited college or university with degree in marketing, business administration, public relations or a related field. At least 2 years experience handling public relations for an organization. Experience in the mental health field preferred but not required. Valid Texas Driver’s License, liability insurance and insurable by the Center’s insurance carrier.	Develops and coordinates public relations activities of the Center, and develops and implements programs involving public officials and advisory groups.	Mon. – Fri. 8 am – 5p	Open until filled
1007 Central Records	742 Micrographics Technician II In-House only	\$25,132 thru \$30,003	<u>Minimum</u> – Graduation from an accredited high school or GED. ABLE Test required. At least two years experience in the operation of duplicating equipment and processes. Experience and education may be substituted for one another. Valid Texas Driver’s License, liability insurance and insurable by the Center’s insurance carrier.	Responsible for scanning, shredding and disposing of any documents being discarded that contains consumer identifying information. Operates, adjust and maintains microfilm processing and duplicating equipment and ensures quality control. Maintains daily production schedule. Maintains preventive maintenance schedule and evaluates equipment repairs. Performs data entry to index microfilm images. Scans documents for conversion to electronic imaging. May involve performing minor supervisory or technical operations.	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
1007 Central Records	1008 Micrographics Technician I In-House only	\$22,581 thru \$26,579	<u>Minimum</u> – Graduation from an accredited high school or GED. ABLÉ Test required. Valid Texas Driver’s License, liability insurance and insurable by the Center’s insurance carrier.	Responsible for scanning, shredding and disposing of any documents being discarded that contains consumer identifying information. Operates, adjust and maintains microfilm processing and duplicating equipment and ensures quality control. Maintains daily production schedule. Maintains preventive maintenance schedule and evaluates equipment repairs. Performs data entry to index microfilm images. Scans documents for conversion to electronic imaging. May involve performing minor supervisory or technical operations.	Mon. – Fri. 8 am – 5 pm	Open until filled
2300 Medical Director	998 Nurse Practitioner Or Physician Assistant Or Psychiatrist	Salary based on exp.	<u>Minimum</u> – Must have successfully completed a program in advanced studies as a Nurse Practitioner. At least two years experience in the mental health field is preferred but not required. Current license as a Nurse Practitioner in the state of Texas. DEA License to dispense medication. Valid Texas Driver’s License, liability insurance and insurable by the Center’s insurance carrier.	Serves as a member of a multi-disciplinary team providing diagnostic and medication services to adult, child and adolescent consumers in a variety of clinical settings. Completes clinical documentation requirements in accordance with established standards. Serves as on-call physician for the Center based on established rotation schedule.	Mon. – Fri. 8 am – 5 pm	Open until filled
4301 ATAR	129 Administrative Assistant III In-House only	\$28,239 thru \$33,795	<u>Minimum</u> – Graduation from an accredited high school or GED. ABLÉ Test required. One year experience in data entry, billing and medical insurance (Medicaid, Medicare, private insurance). Valid Texas Driver’s License, liability insurance and insurable by the Center’s insurance carrier.	Provides services for adults with substance abuse problems. Prepares billings for all ATAR Units, documents admissions and discharges, accepts payments for services and prepares reports. Sends out medical records.	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
6000 Early Childhood Intervention	674 Registered Therapist V	\$59,016 thru \$66,396	<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. Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.	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
7300 Community Residential	557 Residential Specialist IV	\$28,239 thru \$33,795	<u>Minimum</u> – Graduation from an accredited high school or GED. ABLE Test required. Two years of experience in working with individuals with disabilities in a residential setting. One year supervisory experience preferred. Valid Texas Driver's License, liability insurance and insurable by the Center's insurance carrier.	Provides Residential Coordination for children and adults with mental retardation served through Foster/Companion Care, Residential Support Services, Supervised Living and Support Home Living. 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 consumers who reside/participate in each location/service area. Operates within the guidelines of the HCS Principles.	Mon. – Fri. 8 am – 5 pm	Open until filled
7600 Vocational Services Cindy Whitman Workshop	718 Human Services Tech I	\$20,800 thru \$22,724	<u>Minimum</u> – Graduation from an accredited high school or GED. ABLE Test required. Six months of full time experience assisting in therapeutic activities. At least one year experience working with adults and families of individuals with mental retardation or other disabilities. Prefer one year experience in the supervision and operation of mechanical equipment. 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. Completes all paperwork necessary to document services performed.	Mon. – Fri. 7 am – 4 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;">7600 Vocational Services</p> <p style="text-align: center;">NDI Silsbee, TX</p>	<p style="text-align: center;">791 Human Services Tech I</p>	<p style="text-align: center;">\$20,800 thru \$22,724</p>	<p><u>Minimum</u> – Graduation from an accredited high school or GED. ABLÉ Test required. Six month of full time experience assisting in therapeutic activities. At least one year experience working with adults and families of individuals with mental retardation or other disabilities. 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. Completes all paperwork necessary to document services performed.</p>	<p style="text-align: center;">Mon. – Fri. 7 am – 4 pm</p>	<p style="text-align: center;">Open until filled</p>
<p style="text-align: center;">7600 Vocational Services</p> <p style="text-align: center;">NDI Silsbee, TX</p>	<p style="text-align: center;">794 Human Services Tech II</p>	<p style="text-align: center;">\$21,505 thru \$25,326</p>	<p><u>Minimum</u> – Graduation from an accredited high school or GED. ABLÉ Test required. Six month of full time experience assisting in therapeutic activities. At least one year experience working with adults and families of individuals with mental retardation or other disabilities. 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. Completes all paperwork necessary to document services performed.</p>	<p style="text-align: center;">Mon. – Fri. 7 am – 4 pm</p>	<p style="text-align: center;">Open until filled</p>