<table>
<thead>
<tr>
<th>Job Title</th>
<th>CSA III - Community Service Aide</th>
</tr>
</thead>
</table>
| General Description     | This position is responsible for habilitation training in living, social, vocational, recreational and related skills. CSA’s provide opportunities to consumers for growth as individuals and members of the community. Responsibilities include providing transportation, monitoring and documenting medication administration, training, ensuring individual’s safety and other events. Essential Functions:  
  * Communicate effectively, orally and in writing to Supervisor.  
  * Provide Timely and accurate documentation.  
  * Assist consumers with finances  
  * Provide Job coaching  
  * Ensure monthly reports and logs are correct and Timely. |
| Salary/Hours            | $8.74-$10.15 per hour depending on location; Full-time, Part-time Applicants must be willing to work weekends and evenings |
| Area/Location           | Kerrville DD Center (Special Opportunity Center)  
  200 S. Lemos  
  Kerrville, TX  78028  
  830-896-4606  
  Uvalde DD Work Center  
  324 Crystal City Hwy (South 83)  
  Uvalde, TX  78801  
  830-278-1243  
  Llano DD (Special Opportunity Center)  
  206 E. Main  
  Llano, TX  78643  
  325-247-4021  
  Scheib DD Center  
  1200 N. Bishop  
  San Marcos, TX  78666  
  512-392-7104  
  Del Rio DD Services  
  410 Veterans Blvd.  
  Del Rio, TX  78840  
  830-775-3303  
  Comal County Development Training Center  
  511 North St.  
  New Braunfels, TX  78130  
  830-625-735  
  Fredericksburg DD/New Horizon  
  107 Industrial Loop  
  Fredericksburg, Texas  
  830-997-8696  
  Tex-Spice  
  PO Box 8  
  Devine, TX  78016  
  830-663-9248 |
| Minimum Qualifications  | High School Graduate or GED |
| Preferred Qualifications| 1-year experience working with individuals with intellectual development |
### Position # **#9058 – PRN – (5) Vacancies**

**Job Title**: Direct Care Staff  

**General Description**: This position provides patients admitted to the CSU with routine physical, emotional, psychological and rehabilitation care under the direction of nursing and medical staff during day hours. This position is responsible for the orientation of patients to the rules and routine of the CSU. They are to observe and monitor the patient’s behavior and report observations to the professional staff. They are to assist patients in participation of CSU activities. They are to complete documentation, participate in staff meetings and trainings and at all times communicate with the professional staff any concerns they may have regarding the patients.

**Salary/Hours**: $11.69 per hour / Various Shifts / Days / Evenings and Weekends  

**Area/Location**: Kerrville - Crisis Stabilization Unit  
643 Sheppard Reese Road Kerrville, Texas 78028  

**Minimum Qualifications**: High school Diploma/GED, 2 years of experience in the mental health field, some knowledge of symptoms and common problems of the mentally ill, ability to perform psychiatric technician duties, ability to type and maintain records and the ability to communicate clearly in speech and writing. Must be able to lift up to 15 lbs., operate office equipment, walk and stand for long hours and work both inside and outside. Bilingual preferred.  

**Preferred Qualifications**: Bilingual (English/Spanish) speaking

**Posting Dates**: Open until filled – Posted 8.15.2014  

---

### Position # **#171 – Full-Time**

**Job Title**: Behavioral Tech  

**General Description**: This position is responsible for habilitation training in living, social, vocational, recreational and related skills. Provides opportunities to consumers for growth as individuals and members of the community. Services are delivered in compliance with HCS Principles, community Standards. Responsibilities include providing transportation, monitoring and documenting medication administration, training, ensuring individual’s safety and other events.

**Salary/Hours**: $10.26 per hour / Position requires flexibility in work schedule  

**Area/Location**: Hays County - Behavioral Support and Crisis Center  
1202 Hillyer St. San Marcos, Texas 78666  

**Minimum Qualifications**: High School Diploma / GED  
Able to complete specialized training for HCMHDDC and ABA Procedures.  

**Preferred Qualifications**: Experience working with IDD Population

**Posting Dates**: Open until filled – Posted 9.19.2014  

---

### Position # **#857- Full-Time**

**Job Title**: Board Certified Behavioral Analyst (BCBA) for Del Rio and Uvalde  

**General Description**: The Behavior Analyst is part of a Crisis Center team working with individuals in the communities served by Hill country MHDD Centers. The position is directly responsible for behavioral plans and clinical treatment for people in the community. The Behavioral Analyst provides appropriate supports for individuals, their family/caregivers, program/school staff to help them gain greater independence.
### Position # #766- Full-Time
#### Job Title Board Certified Behavioral Analyst (BCBA) for Llano and Gillespie

#### General Description
The Behavior Analyst is part of a Crisis Center team working with individuals in the communities served by Hill country MHDD Centers. The position is directly responsible for behavioral plans and clinical treatment for people in the community. The Behavioral Analyst provides appropriate supports for individuals, their family/caregivers, program/school staff to help them gain greater independence.

#### Salary/Hours
$63,000 - $68,000 Based on Experience

#### Area/Location
Llano and Gillespie Counties

#### Minimum Qualifications
Licensed BCBA. Please submit copy of license, college transcripts and resume with application.

#### Preferred Qualifications
Two years of experience providing behavior services to individuals in a community residential setting.

#### Posting Dates
Open until filled - Posted 9.19.2014

---

### Position # #9052 – PRN – (Two Positions Available)
#### Job Title Registered Nurse

#### General Description
Under the general direction of the Nursing Supervisor and the clinical supervision of the Crisis Stabilization Unit Medical Doctor, the RN performs professional nursing services within the scope of their license. The RN is responsible for performing assessments, carrying out plans, providing interventions and evaluating provision of nursing care. Provides medication training, medication administration and other duties as assigned to maintain clinic operation. Ensures infection control measures are followed. Responsible for providing at least 70 direct service hours per month, client no-show rates of less than 25% and staff kept appointment rates of at least 90%. Must provide timely and accurate documentation, which supports diagnosis and outcome-based services within specified timelines. This position requires flexibility in schedule.

#### Salary/Hours
Commensurate with experience / Day and Night Shift Available

#### Area/Location
Crisis Stabilization Unit
643 Sheppard Rees Road Kerrville, Texas 78028

#### Minimum Qualifications
Licensed to practice as a Registered Nurse in the State of Texas
High School Diploma / GED
Valid Texas Driver's License

#### Preferred Qualifications
RN with psychiatric experience, who can work in a rapid acute care unit. Applicants must be dependable, a team player with strong leadership skills.

#### Posting Dates
Open until filled – Posted 3.26.2015

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### Position # # 216 – Full-Time
#### Job Title Day Services Supervisor

#### General Description
Responsible for the oversight of habilitation training in living, social, vocational, recreational and related skills. Provides opportunities to consumers for growth as individuals and members of the community. Services are delivered in compliance
with HCS service definitions, HCS/ Principles, and/or Community Standards. Supervision of direct care staff (CSA). Supervision duties include arranging and providing transportation, monitoring and documenting medication administration, training, ensuring safety of staff and individual clients, participating in management team on call. Other duties as assigned by the Area Director. Some travel associated with this position.

<table>
<thead>
<tr>
<th>Salary/Hours</th>
<th>$11.31 hour / M – F 8 – 5 p.m.</th>
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</thead>
<tbody>
<tr>
<td>Area/Location</td>
<td>Comal County Developmental Training Center 511 North St. New Braunfels, Texas 78130</td>
</tr>
</tbody>
</table>
| Minimum Qualifications | High School Diploma  
Valid Texas Driver’s License  
Experience working with individuals with developmental disabilities.  
Computer Proficient  
**Computer Proficiency Testing Required for this position ** |
| Preferred Qualifications | Bilingual (English / Spanish) speaking |
| Posting Dates       | Open until filled – Posted 9.19.2014 DB |

**Position #**  
# 5520 – Full-Time  
**Job Title**  
Business Manager  
**General Description**  
Under the direct supervision of the Center Director, The Business manager is responsible for, but not limited to: maintenance of consumer master records, filing, data entry, acting as the Petty Cash Custodian, distributing incoming/outgoing correspondence, purchasing, completing vendor/MasterCard/Wal-Mart logs, acting as the Safety Officer, assisting with Budget tracking, conducting and tracking, maintaining Hill Country Community MHDD Center (HCCMHDD) equipment, maintaining forms manual and maintaining personnel files. Back-up duties include, but are not limited to, physical coverage of the reception area, answering the main telephone, taking/relaying messages, completing various typing assignments, timekeeping, vehicle coordinator duties, completing travel vouchers, completing various janitorial duties and tracking outstanding Staff Development training.

<table>
<thead>
<tr>
<th>Salary/Hours</th>
<th>$9.93 per hour / M – F 8-5 p.m.</th>
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</thead>
</table>
| Area/Location       | Gillespie – IDD  
1605 A East Main St. , Fredericksburg, Texas 78624 |
| Minimum Qualifications | High School Diploma, Valid Texas Driver’s License. Some secretarial or clerical experience  
**Computer Proficiency Testing Required for this position ** |
| Preferred Qualifications | 1-2 years of experience working in a secretarial / administrative role. |
| Posting Dates       | Open until filled – Posted 10.30.2014 CM |

**Position #**  
#318 – Contract Only  
**Job Title**  
ECI Physical Therapist  
**General Description**  
This position is responsible for providing physical therapy services for children 0-3 years old within the child’s natural environment in the home or community. Services include: evaluation and therapy, working with the team to determine eligibility, writing appropriate outcomes with caregiver input, educational services within the family’s natural environment, trans-disciplinary training with other disciplines on the ECI team. Documenting therapy visits with the family and submitting notes within 24 hours. Travel required. Deliver 80% of planned services each month.

<table>
<thead>
<tr>
<th>Salary/Hours</th>
<th>Commensurate upon experience / Flexible Work Schedule</th>
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</thead>
<tbody>
<tr>
<td>Area/Location</td>
<td>Llano, Mason, Menard Counties</td>
</tr>
</tbody>
</table>
| Minimum Qualifications | Licensed Physical Therapist  
Please submit copy of licensure and resume along with application |
### Preferred Qualifications
- Bilingual (English/Spanish)
- Experience with Early Childhood Intervention, Part C of IDEA
- Experience with children, 0-3 years, with developmental delays
- Experience with home-based, family-centered services

### Posting Dates
Open until filled – Posted 2.6.2015

<table>
<thead>
<tr>
<th>Position #</th>
<th>#319 – Contract Only</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
<td>ECI Physical Therapist</td>
</tr>
<tr>
<td><strong>General Description</strong></td>
<td>This position is responsible for providing physical therapy services for children 0-3 years old within the child’s natural environment in the home or community. Services include: evaluation and therapy, working with the team to determine eligibility, writing appropriate outcomes with caregiver input, educational services within the family’s natural environment, trans-disciplinary training with other disciplines on the ECI team. Documenting therapy visits with the family and submitting notes within 24 hours. Travel required. Deliver 80% of planned services each month.</td>
</tr>
<tr>
<td><strong>Salary/Hours</strong></td>
<td>Commensurate upon experience / Flexible Work Schedule</td>
</tr>
<tr>
<td><strong>Area/Location</strong></td>
<td>Kimble, Kerr, Bandera and Kendall Counties</td>
</tr>
<tr>
<td><strong>Minimum Qualifications</strong></td>
<td>Licensed Physical Therapist</td>
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<tr>
<td></td>
<td>Please submit copy of licensure and resume along with application.</td>
</tr>
<tr>
<td><strong>Preferred Qualifications</strong></td>
<td>Bilingual (English/Spanish) speaking</td>
</tr>
<tr>
<td></td>
<td>Experience with Early Childhood Intervention, Part C of IDEA</td>
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<tr>
<td></td>
<td>Experience with children, 0-3 years, with developmental delays</td>
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<tr>
<td></td>
<td>Experience with home-based, family-centered services</td>
</tr>
<tr>
<td><strong>Posting Dates</strong></td>
<td>Open until filled – Posted 2.6.2015</td>
</tr>
</tbody>
</table>

### Position #
NEW POSITION

<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Children’s Mental Health Recovery Coach – Kyle Mobile Team – (Bilingual)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Description</strong></td>
<td>This position is responsible for providing recovery coaching to children receiving mental health services. Utilizing Person-Centered REcov3ry Planning the Recovery coach will develop recovery plans; provide skill training; linkage and referral; crisis prevention/management; crisis on-call services on a rotating basis; collaborates with service providers and agencies in order to link individuals serviced with outcome-focused services. Responsible for providing at least 80 billable hours per month (not including training)). Individual no-show rates of less than 25% and staff-kept appointment rates of at least 90%. Responsible for contacts with assigned individuals in accordance with recovery plan; and accurate and timely documentation (utilizing Collaborative Documentation) which supports recovery plan and outcome-based services. This position requires flexibility in schedule and some travel. The position is based in the Kyle Clinic.</td>
</tr>
<tr>
<td><strong>Salary/Hours</strong></td>
<td>$15.22 per hour / Flexible Work Schedule</td>
</tr>
<tr>
<td><strong>Area/Location</strong></td>
<td>Kyle Clinic</td>
</tr>
<tr>
<td><strong>Minimum Qualifications</strong></td>
<td>Bachelor’s Degree in the Human Service Field or Related Field / Please submit a copy of college transcripts and resume with application</td>
</tr>
<tr>
<td></td>
<td>Bilingual (English / Spanish) Speaking</td>
</tr>
<tr>
<td><strong>Preferred Qualifications</strong></td>
<td>2-3 years of experience working in social services. Experience with crisis assessments and intervention Experience with treatment planning and clinical documentation.</td>
</tr>
<tr>
<td><strong>Posting Dates</strong></td>
<td>Open until filled – Posted 2.6.2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position #</th>
<th>#773 – Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
<td>Administrative Tech</td>
</tr>
<tr>
<td><strong>General Description</strong></td>
<td>Under the direct supervision of the Business manager, the Administrative Tech I...</td>
</tr>
</tbody>
</table>
duties include but are not limited to the following: Physical coverage of reception, answering the main telephone, taking and relaying messages, initiating consumer paperwork, filing, vehicle use reports, scheduling and confirming consumer appointments, collection of payment, cash drawer custodian, distributing incoming / outgoing correspondence, video conference, running aged reports, maintain lobby area, insurance verbal verification, forms book and bin, timekeeping, chart maintenance and chart preparation for doctor visits, demographics financials for new consumers and data entry. Back up duties include, but not limited to: maintenance and up keep of medical records, coordinating medical records requests, volunteer services, financial/demographic insurance verification, timekeeping, alternate petty cash custodian, CPL bills reconciliation, incoming/outgoing correspondence including faxes and NEC open and close consumer over rides and prior authorization.

<table>
<thead>
<tr>
<th>Salary/Hours</th>
<th>$10.95 per hour / M – F 8-5 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area/Location</td>
<td>Hays – Mental Health Clinic</td>
</tr>
<tr>
<td></td>
<td>1200 North Bishop</td>
</tr>
<tr>
<td></td>
<td>San Marcos, Texas 78666</td>
</tr>
<tr>
<td>Minimum Qualifications</td>
<td>High School Grad/GED plus 2 years of experience in duties related to the position</td>
</tr>
<tr>
<td>Preferred Qualifications</td>
<td>Previous office/general secretarial experience. Experience in basic office procedures to include data entry, scan, fax and copy. Telephone, verbal and written communication skills. Experience in human services agency.</td>
</tr>
<tr>
<td>Posting Dates</td>
<td>Open until filled – Posted 3.13.2015</td>
</tr>
</tbody>
</table>

**Position #**

<table>
<thead>
<tr>
<th>Position #</th>
<th>CONTRACT – Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Licensed Speech Pathologist</td>
</tr>
<tr>
<td>General Description</td>
<td>Work with a team of other professionals and the parent to assess the needs of children with developmental delays and medical diagnosis. Provide speech therapy for children, birth to three, in their natural environment, and work with caregivers on strategies. Provide recommendations for intervention and support services. Provide at least 100 billable hours per month with less than 25% no show rate and deliver at least 80% of planned services. Provide accurate and timely (w/in 24 hours) documentation. Travel within Comal County. Flexibility in scheduling is helpful.</td>
</tr>
<tr>
<td>Salary / Hours</td>
<td>Commensurate with experience / 5-10 hours per week</td>
</tr>
<tr>
<td>Area/Location</td>
<td>Comal County</td>
</tr>
<tr>
<td>Minimum Qualifications</td>
<td>Licensed Speech Pathologist</td>
</tr>
</tbody>
</table>
| Preferred Qualifications | Bilingual: English/Spanish preferred  
Experience with the birth to three (3) year old population  
Experience with Home Based Service |
| Posting Dates | Open until filled – Posted 3.18.2015 |

**Position #**

<table>
<thead>
<tr>
<th>Position #</th>
<th>#493– Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Employment Specialist</td>
</tr>
<tr>
<td>General Description</td>
<td>This position is responsible for coordinating an Employment Grant from Department of Aging and Disabilities Services. Duties include assessing, evaluating and identifying needs and goals of consumers with Developmental Disabilities relating to Employment Outcomes. Arranges and collaborates with service providers and agencies in order to link consumers with outcome-focused employment services. Responsible for working with staff to ensure contacts with assigned clients are in accordance with employment goals, and accurate and timely documentation which supports outcome based services. Requires flexibility in schedule and some travel. Community and Employer education, DARS benefit course completion. All services are delivered in compliance with HCS service definitions, HCS Principles, Texas Home Living definitions and principles and The Department of Aging and Disability Services.</td>
</tr>
</tbody>
</table>
Position # | #9008 – Full-Time
---|---
**Job Title** | Registered Nurse

**General Description**
Under the general direction of the Nursing Supervisor and the clinical supervision of the Crisis Stabilization Unit Medical Doctor, the RN performs professional nursing services within the scope of their license. The RN is responsible for performing assessments, carrying out plans, providing interventions and evaluating provision of nursing care. Provides medication training, medication administration and other duties as assigned to maintain clinic operation. Ensures infection control measures are followed. Responsible for providing at least 70 direct service hours per month, client no-show rates of less than 25% and staff kept appointment rates of at least 90%. Must provide timely and accurate documentation, which supports diagnosis and outcome-based services within specified timelines. This position requires flexibility in schedule.

**Salary/Hours** | $28.46 per hour / Shift: 7 p.m. – 7 a.m.

**Area/Location** | Crisis Stabilization Unit  
643 Sheppard Rees Road Kerrville, Texas 78028

**Minimum Qualifications**
Licensed to practice as a Registered Nurse in the State of Texas  
High School Diploma / GED  
Valid Texas Driver’s License

**Preferred Qualifications**
RN with psychiatric experience, who can work in a rapid acute care unit. Applicants must be dependable, a team player with strong leadership skills.

**Posting Dates**
Open until filled – Posted 3.30.2015

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Position # | #New Position – Part-Time
---|---
**Job Title** | ECI Physical Therapist

**General Description**
This position is responsible for providing physical therapy services for children 0-3 years old within the child’s natural environment in the home or community. Services include: evaluation and therapy, working with the team to determine eligibility, writing appropriate outcomes with caregiver input, educational services within the family’s natural environment, trans-disciplinary training with other disciplines on the ECI team. Documenting therapy visits with the family and submitting notes within 24 hours. Travel required. Provide 80 billable hours per month.

**Salary/Hours** | Commensurate upon experience / Flexible Work Schedule

**Area/Location** | Comal – ECI 1040 North Walnut, Suite F New Braunfels, Texas 78130

**Minimum Qualifications**
Licensed Physical Therapist  
Please submit copy of licensure and resume along with application.

**Preferred Qualifications**
Bilingual (English/Spanish) speaking  
Experience with Early Childhood Intervention, Part C of IDEA  
Experience with children, 0-3 years, with developmental delays  
Experience with home-based, family-centered services

**Posting Dates**
Open until filled – Posted 4.2.2015

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Position # | #7063 – Full OR Part – Time Opportunity
### Business Manager

**General Description**
Under the direct supervision of the Center Director, the secretary II (a.k.a. Business Manager) is a member of the QAT team and is responsible for but not limited to: answering the telephone, taking/relaying messages, filing, data entry, completing various typing assignments, distributing incoming/outgoing correspondence, timekeeping, completing travel vouchers, purchasing, completing vendor/MasterCard/Wal-Mart/HEB logs and purchase orders, tracking adaptive aids monies, purchase supplies, assisting with budget tracking, coordinates annual Hill Country CMHMRC inventory tracking, maintaining Hill Country CMHMRC equipment, performing on-call duties, tracking of consumer finances and serves as Transportation Coordinator.

<table>
<thead>
<tr>
<th>Salary/Hours</th>
<th>$9.93 per hour / M – F 8 a.m. – 5 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area/Location</td>
<td>Uvalde – Service Coordination – 328 Crystal City Highway Uvalde, Texas 78801</td>
</tr>
</tbody>
</table>

**Minimum Qualifications**
- *High School Diploma or GED
- *1-2 years of administrative or clerical experience.
- *Ability to respond to common inquiries or complaints from customers and members of the community.
- *Ability to effectively present information to position’s supervisor and public groups.
- *Ability to work with simple mathematical concepts such as multiplication, division, addition and subtraction.
- *Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- *Texas State Driver’s License
- *Well organized
- *Good Communication skills

**Preferred Qualifications**
- 2-3 years of experience managing/supervising a clinical / medical office.
- Bilingual (English / Spanish) Speaking

<table>
<thead>
<tr>
<th>Posting Dates</th>
<th>Open until filled – Posted 4.3.2015 CM</th>
</tr>
</thead>
</table>

### Registered Nurse

**General Description**
The Registered Nurse is responsible for insuring the care, treatment and general welfare of consumers to comply with HCS, TXHMLIVING principles, and DADS community standards. Primary responsibility will be to administer medication as ordered by physician; maintain and document medical care in individual records; monitor and evaluate health status of individuals, and perform routine medical treatments. RN will actively participate as a member of the Team. Home visits to consumers will be conducted as necessary. Some travel required; occasional on-call.

1. Actively participates in the individuals plan of care to ensure that he/she maintains an optimal level of wellness and aids him/her to develop to fullest potential.
2. Will document pertinent facts reflecting consumers health care needs according to DADS Community Standards, HCS, TXHMLIVING and ACDD.
3. Participates directly in establishing and maintaining a clean, safe, and healthy environment for the individuals.
4. Participates in the interdisciplinary process in order to assist in development and evaluation of residents overall programs.
5. Participates in and contributes to seminars, workshops or meetings for professional growth, educational and improved communication.
6. Performs special assignments to facilitate unit operations.

<table>
<thead>
<tr>
<th>Salary/Hours</th>
<th>$21.15 per hour / Position requires flexibility in work schedule / Position</th>
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</thead>
</table>
### Position # #467 – Full-Time
**Job Title** Licensed Vocational Nurse (Kyle Mobile Team)

**General Description** Under the general direction of the Center Director and the clinical supervision of an RN, the LVN performs technical nursing functions within the scope of their license. Maintains inventory of medications and medical supplies. Provides aftercare monitoring of geriatric nursing home clients. Ensures infection control measures are followed. Responsible for providing at least 70 direct service hours per month, client no-show rates of less than 25% and staff-kept appointment rates of at least 90%. Must provide timely and accurate documentation which supports diagnosis and outcome-based services. This position requires flexibility in schedule and travel throughout Hays and Blanco counties.

**Salary/Hours** $19.14 per hour / Monday – Friday / 8 a.m. – 5 p.m. / Some travel associated with this position

**Area/Location** Kyle Mobile Team - 181 Kirkland Circle Kyle, Texas

**Minimum Qualifications** High School Diploma / GED
Valid Texas Driver’s License
Current LVN License in the state of Texas

**Preferred Qualifications** 1-2 years of experience working with Mental Health and Developmentally Disabled consumers.

**Posting Dates** Open until filled – Posted – 4.17.15

### Position # #52 – Full-Time
**Job Title** Clinical Applications Specialist

**General Description** Responsible for the effective and efficient utilization of the agency electronic medical record (EMR) system and related systems. Duties include new user and refresher training, testing active modules prior to upgrade, assisting users, troubleshooting problems and identifying necessary fixes, designing and editing input screens and establishing and implementing appropriate menu items and security levels based on user duties.

**Salary/Hours** $36,000 - $39,000.00 Based On Qualifications
Monday – Friday / 8 a.m. – 5 p.m. / Some travel associated with this position

**Area/Location** Kerrville – OSC
819 Water Street. Suite 300 Kerrville, Texas 78028

**Minimum Qualifications** High School Diploma / GED
Demonstrated computer and logical reasoning skills.
Strong documentation skills.
Methodical work habits

**Preferred Qualifications** Experience in Cerner Community Behavioral Health (Anasazi) Products
Bilingual (English / Spanish) Speaking

**Posting Dates** Open until filled – Posted – 4.17.2015

### Position # #919 – Full-Time
**Job Title** Intake Therapist – Counselor
**General Description**

This position is responsible for intake assessments and diagnosis of individuals requesting services from the agency. This position will also provide cognitive behavioral therapy (CBT) to children and adults who meet eligibility requirements. Must be able to achieve “competency” to provide CBT per DSHS guidelines within 1 year of hire. Services will be delivered face-to-face or by video conferencing. Will work closely with treatment team. Must have flexible scheduling to accommodate some early evening therapy sessions. Responsible for collaborative documentation that supports diagnosis and outcome-based services. Responsible for providing at least 100 billable hours per month.

**Salary/Hours**

$20.45 per hour / Flexible scheduling required to accommodate some early evening therapy sessions. Some travel required.

**Area/Location**

Kerrville and surrounding counties

**Minimum Qualifications**

(LPC) Licensed Professional Counselor, (LCSW) Licensed Clinical Social Worker or (LMFT) Licensed Master Family Therapist

**Preferred Qualifications**

Bilingual (English / Spanish) Speaking

(2) Two years of experience conducting evaluations and providing diagnosis Credentialed CBT Therapist or determined to be competent per DSHS guidelines within a year

**Posting Dates**

Open until filled – Posted 4.24.2015

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**Position #** #5014 – Full-Time

**Job Title** Registered Nurse

**General Description**

The Registered Nurse is responsible for insuring the care, treatment and general welfare of consumers to comply with HCS, TXHMLIVING principles, and DADS community standards. Primary responsibility will be to administer medication as ordered by physician; maintain and document medical care in individual records; monitor and evaluate health status of individuals, and perform routine medical treatments. RN will actively participate as a member of the Team. Home visits to consumers will be conducted as necessary. Some travel required; occasional on-call.

1. Actively participates in the individuals plan of care to ensure that he/she maintains an optimal level of wellness and aids him/her to develop to fullest potential.
2. Will document pertinent facts reflecting consumers health care needs according to DADS Community Standards, HCS, TXHMLIVING and ACDD.
3. Participates directly in establishing and maintaining a clean, safe, and healthy environment for the individuals.
4. Participates in the interdisciplinary process in order to assist in development and evaluation of residents overall programs.
5. Participates in and contributes to seminars, workshops or meetings for professional growth, educational and improved communication.
6. Performs special assignments to facilitate unit operations.

**Salary/Hours**

$21.15 per hour / Position requires flexibility in work schedule / Position requires travel between Llano and Fredericksburg

**Area/Location**

Fredericksburg – DD Center

107 Industrial Loop Fredericksburg, Texas 78624

**Minimum Qualifications**

Licensed to practice as a Registered Nurse in the State of Texas.

**Preferred Qualifications**

Bilingual (English / Spanish) Speaking

**Posting Dates**

Open until filled – Posted 4.24.2015
<table>
<thead>
<tr>
<th>Position #</th>
<th>#2760 – Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
<td><strong>Intake Therapist – Counselor</strong></td>
</tr>
<tr>
<td><strong>General Description</strong></td>
<td>This position is responsible for intake assessments and diagnosis of individuals requesting services from the agency. This position will also provide cognitive behavioral therapy (CBT) to children and adults who meet eligibility requirements. Must be able to achieve “competency” to provide CBT per DSHS guidelines within 1 year of hire. Services will be delivered face-to-face or by video conferencing. Will work closely with treatment team. Must have flexible scheduling to accommodate some early evening therapy sessions. Responsible for collaborative documentation that supports diagnosis and outcome-based services. Responsible for providing at least 100 billable hours per month.</td>
</tr>
<tr>
<td><strong>Salary/Hours</strong></td>
<td>$20.45 per hour / Flexible scheduling required to accommodate some early evening therapy sessions. Some travel required.</td>
</tr>
<tr>
<td><strong>Area/Location</strong></td>
<td>Comal Mental Health Clinic 358 Landa Street, Suite 300 New Braunfels, Texas 78130</td>
</tr>
<tr>
<td><strong>Minimum Qualifications</strong></td>
<td>(LPC) Licensed Professional Counselor, (LCSW) Licensed Clinical Social Worker or (LMFT) Licensed Master Family Therapist</td>
</tr>
<tr>
<td><strong>Preferred Qualifications</strong></td>
<td>Bilingual (English / Spanish) Speaking (2) Two years of experience conducting evaluations and providing diagnosis Credentialed CBT Therapist or determined to be competent her DSHS guidelines within a year</td>
</tr>
<tr>
<td><strong>Posting Dates</strong></td>
<td>Open until filled – Posted 4.29.2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position #</th>
<th>#671 – Full - Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
<td>Business Manager (Community First Choice)</td>
</tr>
<tr>
<td><strong>General Description</strong></td>
<td>Under the direct supervision of the Center Director, the secretary II (a.k.a. Business Manager) is a member of the QAT team and is responsible for but not limited to: answering the telephone, taking/relaying messages, filing, data entry, completing various typing assignments, distributing incoming/outgoing correspondence, timekeeping, completing travel vouchers, purchasing, completing vendor/MasterCard/Wal-Mart/HEB logs and purchase orders, tracking adaptive aids monies, purchase supplies, assisting with budget tracking, coordinates annual Hill Country CMHMRC inventory tracking, maintaining Hill Country CMHMRC equipment, performing on-call duties, tracking of consumer finances and serves as Transportation Coordinator.</td>
</tr>
<tr>
<td><strong>Salary/Hours</strong></td>
<td>$9.93 per hour / M – F 8 a.m. – 5 p.m.</td>
</tr>
<tr>
<td><strong>Area/Location</strong></td>
<td>Uvalde – Service Coordination– 328 Crystal City Highway Uvalde, Texas 78801</td>
</tr>
</tbody>
</table>
| **Minimum Qualifications** | *High School Diploma or GED  
*1-2 years of administrative or clerical experience.  
*Ability to respond to common inquiries or complaints from customers and members of the community.  
*Ability to effectively present information to position’s supervisor and public groups.  
*Ability to work with simple mathematical concepts such as multiplication, division, addition and subtraction.  
*Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.  
*Texas State Driver’s License  
*Well organized  
*Good Communication skills |
<table>
<thead>
<tr>
<th>Preferred Qualifications</th>
<th>2-3 years of experience managing/supervising a clinical / medical office. Bilingual (English / Spanish) Speaking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Dates</td>
<td>Open until filled – Posted 4.3.2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position #</th>
<th>#947 – Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Veteran Wrap Coordinator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Responsible for building a community that supports veterans and their families through social and support services.</td>
</tr>
<tr>
<td>• Conduct outreach activities within our assigned counties to advocate, advertise, and gain support for the wrap program.</td>
</tr>
<tr>
<td>• Utilize behavioral health services and activities of daily living (dla-20) form to conduct assessments of consumer needs and provides information on resources for social services.</td>
</tr>
<tr>
<td>• Facilitate connection to support groups, social services, and other support agencies as necessary to assist veterans and their families.</td>
</tr>
<tr>
<td>• Develop, advertise, and attempt to gain veteran or their family member participation in wellness activities or groups, e.g. hiking, kayaking, biking, etc.</td>
</tr>
<tr>
<td>• Develop professional relationships with county Veteran Service Officers, Veteran’s Administration representatives, and community agencies to advocate support for veterans within the wrap program.</td>
</tr>
<tr>
<td>• Develop a system of services, to include the use of volunteers, to deliver peer support services.</td>
</tr>
<tr>
<td>• Interacts with diverse groups of individuals utilizing tact and diplomacy</td>
</tr>
<tr>
<td>• Works collaboratively within the judicial system</td>
</tr>
<tr>
<td>• Coordinates with other social service agencies, organizations and vendors to provide appropriate services and information to clients.</td>
</tr>
<tr>
<td>• Serves as an advocate for clients by making appropriate referrals to additional social service, education and health agencies as needed.</td>
</tr>
<tr>
<td>• Position requires travel to Blanco, Comal, Hays and Kendall Counties</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salary/Hours</th>
<th>$15.72 per hour / Monday – Friday 8 a.m. – 5 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area/Location</td>
<td>Veteran Services East 1921 Corporate Drive, Suite 103 San Marcos, Texas 78666</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>• High School Diploma / GED</td>
</tr>
<tr>
<td>• Must be a veteran of the U.S. Armed Forces with at least 2 years of service.</td>
</tr>
<tr>
<td>• Must have direct experience working with veterans dealing with transition</td>
</tr>
</tbody>
</table>
mental health issues, e.g. PTSD, Traumatic Brain Injury or severe depression.
- Communicates effectively both verbally and in writing.
- Current and valid Texas Driver’s License
- Honorable Discharge from the U.S. Armed Forces

<table>
<thead>
<tr>
<th>Posting Dates</th>
<th>Posted 5.7.2015</th>
</tr>
</thead>
</table>

### Position # #5514 - Full-Time

**Job Title**  
IDD SERVICE COORDINATOR

**General Description**  
This position is responsible for assessing, evaluating and identifying needs and goals of consumers with developmental disabilities relating to personal outcomes, including recommendations for interventions and support services. Arranges and collaborates with service providers and agencies in order to link consumers with outcome-focused services. Responsible for making contacts with assigned consumers in accordance with person-directed plan, and accurate and timely documentation, which supports outcome-based services. All services are delivered in compliance with Department of Aging and Disability Services (DADS), the Service Coordination Rule (Chapter 412, Subchapter L.) and the Texas Home Living Program (Chapter 419, Subchapter N.).

<table>
<thead>
<tr>
<th>Salary/Hours</th>
<th>$14.71 Per hour  - Monday – Friday 8 a.m. – 5 p.m.</th>
</tr>
</thead>
</table>
| Area/Location | San Marcos Service Coordination Office  
1901 Dutton Drive, Suite D  
San marcos, Texas 78666 |

<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
<th>Bachelor’s or advanced degree from an accredited college with a major in a social, behavioral or human service field</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Preferred Qualifications</th>
<th>Experience with enrollment procedures for HCS. Two (2) years of Service Coordination or Case Management experience working with people with intellectual or developmental disabilities.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Posting Dates</th>
<th>Open Until Filled – Posted 5.13.2015</th>
</tr>
</thead>
</table>

### Position # #574 – Full-Time

**Job Title**  
IDD Continuity of Services Specialist

**General Description**  
This position is responsible for ensuring a continuum of care for IDD consumers who are transitioning to or from community based services. Responsible for the coordination of services for consumers who are residing in a state supported living center or state hospital whose movement to the community is being planned. Responsible for ensuring assigned enrollment activities are completed within timeframe for all applicable programs such as the HCS and Texas Home Living program. Responsible for Jail Diversion activities for IDD consumers. Attends CRCG meetings as necessary for assigned clients. Arranges and collaborates with service providers and agencies in order to link consumers with outcome-focused services. Responsible for completing IDD intakes as assigned and making contacts with assigned consumers in accordance with person-directed plan and accurate and timely documentation which supports outcome-based services. Requires flexibility in schedule and some travel. All services are delivered in compliance with DADS - Continuity of Service Rule and the Service Coordination Rule (Chapter 412, Subchapter J.).

<table>
<thead>
<tr>
<th>Salary/Hours</th>
<th>$15.90 per hour  – Monday – Friday 9 a.m. – 5 p.m.</th>
</tr>
</thead>
</table>
### Position #
<table>
<thead>
<tr>
<th><strong>#New Position – Full-Time</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Director of YES Waiver Services</strong></td>
</tr>
</tbody>
</table>

### General Description
This position is responsible for overseeing multiple aspects of YES Waiver services being provided and outsourced. This is to include:

- Managing and monitoring inquiry call list including setting up intake appointments. This includes working Excel, monitoring and returning phone calls within specific timeframes, providing eligibility screenings over the phone and scheduling intake appointments with an LPHA and coordinating with Wraparound Facilitators to ensure timely follow-up of services.

- Marketing and providing outreach services in the community to recruit both new providers and potential referrals to services. For provider related services, this includes creating informational flyers, seeking out potential providers, creating and overseeing contractual agreements with outside providers and keeping up with a list of potential providers throughout our service area. For client related purposes, this includes seeking out potential referral sources, providing information about the program and ensuring individuals have access to information as needed.

- Supervise and train Wraparound Facilitators to ensure contractual compliance in regards to service coordination services. The director will supervise between 2-4 Wraparound Facilitators within the 19 county service area.

- Monitor and report on services being utilized along with contract measures set by DSHS. Position requires self-monitoring contractual agreements, documentation and access to potential resources to children and adolescents being serviced through the YES Waiver program. Monthly reports of inquiry calls and outcomes will be made to UM/QM department along with DSHS.

### Salary/Hours
**Compensation Commensurate with experience**

**Hours – Monday – Friday 8 a.m. – 5 p.m.**

*Some travel associated with this position.*

### Area/Location
**Hill Country MHDD Executive Offices**
819 Water St. Suite 300
Kerrville, Texas 78028

### Minimum Qualifications
A Bachelor of Science Degree in the Human Services Field or related field.

Computer Proficient: Microsoft Excel

Please submit copy of college transcripts along with application.
Position # | #1064 – Full-Time
--- | ---
**Job Title** | **Senior Accountant**

**General Description** | The Senior Accountant performs moderately complex accounting work. Work involves interpreting departmental policies and procedures and may specialize in some phase of accounting work such as payroll, cost estimating, federal funds management or bond servicing. May supervise related fiscal activities such as warehousing or property management. May supervise clerical staff. Responsible for preparing, posting, balancing financial records, documents or reports. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS AND BASIC DUTIES:**
- Prepare Payroll Tax Deposits on a pay cycle basis and related General Journal entries
- Prepare, file and ensure accuracy of quarterly 941 Tax Returns.
- Prepare, file and ensure accuracy of quarterly Texas Workforce Center tax returns.
- Prepare monthly reconciliations for all Accounting Payable-Payroll accounts on General ledger; identify discrepancies, research and report to supervisor.
- Prepare assigned monthly General Journal entries in Anasazi Fiscal system in proper format with necessary documentation.
- Prepare Home & Community Based Services (HCS) weekly reimbursement updates.
- Compile payroll information and prepare work papers for annual audit.
- Compile information and prepare work papers for annual Workers Compensation audit.
- Compile, balance and send Pension plan deposit to Plan Administrator after each payroll.
- Review payroll procedures and recommend revisions and improvements.
- Compile written procedures for processes currently in place and those which may be developed.
- Assist in preparation of annual budget.
- Prepare, reconcile and submit quarterly reports for Early Childhood Intervention (ECI).
- Reconcile special billings such as ECI, Federal Emergency Management Association (FEMA) & DSHA-Substance Abuse (TCADA) to the General ledger.
- Prepare, maintain documentation and submit special billings for payment (e.g. disaster relief).
- Communicate appropriately with assigned Program Directors.
- Assists Program Directors in analyzing, interpreting and utilizing budget reports.
- Assist Accounts Payable personnel with questions relating to coding of charges.
- Prepare and submit annual reports for ECI and TCADA.

**Salary/Hours** | Compensation commensurate with experience
<table>
<thead>
<tr>
<th>Position #</th>
<th>#704 - Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
<td>IDD SERVICE COORDINATOR</td>
</tr>
<tr>
<td><strong>General Description</strong></td>
<td>This position is responsible for assessing, evaluating and identifying needs and goals of consumers with developmental disabilities relating to personal outcomes, including recommendations for interventions and support services. Arranges and collaborates with service providers and agencies in order to link consumers with outcome-focused services. Responsible for making contacts with assigned consumers in accordance with person-directed plan, and accurate and timely documentation, which supports outcome-based services. All services are delivered in compliance with Department of Aging and Disability Services (DADS), the Service Coordination Rule (Chapter 412, Subchapter L.) and the Texas Home Living Program (Chapter 419, Subchapter N.).</td>
</tr>
<tr>
<td><strong>Salary/Hours</strong></td>
<td>$14.71 Per hour – Monday – Friday 8 a.m. – 5 p.m.</td>
</tr>
<tr>
<td><strong>Area/Location</strong></td>
<td>IDD Service Coordination Office / MH 358 Landa Street New Braunfels, Texas 78130</td>
</tr>
<tr>
<td><strong>Minimum Qualifications</strong></td>
<td>Bachelor’s or advanced degree from an accredited college with a major in a social, behavioral or human service field</td>
</tr>
<tr>
<td><strong>Preferred Qualifications</strong></td>
<td>Experience with enrollment procedures for HCS. Two (2) years of Service Coordination or Case Management experience working with people with intellectual or developmental disabilities.</td>
</tr>
<tr>
<td><strong>Posting Dates</strong></td>
<td>Open Until Filled – Posted 6.4.2015</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Position #</th>
<th>#805 - Full-Time</th>
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</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
<td>Mental Health Director</td>
</tr>
<tr>
<td><strong>General Description</strong></td>
<td>The Mental Health Clinic Director performs highly responsible administrative and managerial work with staff, other agencies, community organizations, consumers/families, and the general public. Plans, develops and implements community services programming. Oversees and improves Medicaid service delivery system. Collaborates with intra – and inter-agency staff to improve Medicaid services. Analyzes data to plan and make projections for current and future programs, regarding Medicaid utilization. Responsible for all business and administrative functions of the clinic, and supervision of personnel. Exercises extensive independent judgment.</td>
</tr>
<tr>
<td><strong>Salary/Hours</strong></td>
<td>Compensation commensurate with experience Monday – Friday 8 a.m. – 5 p.m. Position requires flexibility in schedule and travel.</td>
</tr>
</tbody>
</table>
| Area/Location | Kerrville Mental Health Clinic  
500 Thompson Drive  
Kerrville, Texas 78028 |
|---------------|-----------------------------------------------------|
| Minimum Qualifications | Bachelor’s or advanced degree from an accredited college with a major in a social, behavioral or human service field  
Experience working with the (TRR) Texas Resilience and Recovery Model and Recovery Planning.  
Experience managing, supervising and leading staff or educational background in management. |
| Preferred Qualifications | Licensed Professional with experience in (TRR ) and Person Centered Recovery working with people with Mental Illness.  
Management experience and or education. |
| Posting Dates | Open Until Filled – Posted 6.4.2015 |
have personal life experience with mental illness and be active and stable in their recovery. Some travel is associated with this position.

**Hill Country MHDD Centers will assist with certification**

<table>
<thead>
<tr>
<th>Salary/Hours</th>
<th>$10.09 per hour / $12.09 with Peer Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area/Location</td>
<td>Comal– Mental Health</td>
</tr>
<tr>
<td></td>
<td>358 Landa Street Suite 300</td>
</tr>
<tr>
<td></td>
<td>New Braunfels, Texas 78130</td>
</tr>
<tr>
<td></td>
<td>Fredericksburg, Texas 78624</td>
</tr>
<tr>
<td>Minimum Qualifications</td>
<td>High School Grad/GED</td>
</tr>
<tr>
<td></td>
<td>Valid Texas Driver’s License</td>
</tr>
<tr>
<td>Preferred Qualifications</td>
<td>Peer Specialist Certification</td>
</tr>
<tr>
<td>Posting Dates</td>
<td>Open until filled – Posted 6.18.2015</td>
</tr>
</tbody>
</table>

**Position #**

**# 9003 – Part-Time**

**Job Title**

Receptionist

**General Description**

The Administrative Tech I (a.k.a. Receptionist) is responsible but not limited to the following: coverage of reception and main telephone PBX system, taking and relaying messages, checking in and out visitors, consumer ID photos and addressograph cards, Incoming/Outgoing Correspondence, maintain lobby area, data entry, filing, chart preparation, Daily census, monthly and quarterly reports, break down charts, distribute keys, and sign out car log books. Back-up duties include but are not limited to the following: completing various typing assignments, policy and procedure manual, helping with record requests, and timekeeping. Must be well organized with good communication skills.

**Salary/Hours**

$9.02 per hour / 21 hours per week

**Area/Location**

Crisis Stabilization Unit

643 Sheppard Rees Road

Kerrville, Texas 78028

**Minimum Qualifications**

High School Graduate / GED

(2) Two years of experience in duties related to the position.

(1) One additional year of related experience may be substituted for each year of college. (Maximum substitution, (4) four years.

**Preferred Qualifications**

Experience in a Medical Clinic setting, hospital or hospitality industry as a front desk clerk.

Data Entry Experience

Computer Experience in Microsoft Excel, Word and Outlook Programs

Experience in medical records specifically setting up records and filing.

**Posting Dates**

Open until filled – 2-7-14 – Posted 6.8.2015

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**Position #**

**#4857 – Full-time**

**Job Title**

Eastern Associate Director for Mental Health

**General Description**

The Associate Director for Mental Health Services for the Eastern Counties, reports to the Mental Health Director and works collaboratively to provide leadership to the local clinic directors. These responsibilities includes promoting excellence in services by providing guidance and coaching on Person Centered Recovery Planning; training to directors and recovery staff on providing best practice services which promotes recovery to the individuals we serve, to include service delivery with accurate and timely documentation; management of reports that insures individuals are receiving services needed based on their level of care and PCRP; also supporting directors and staff to meet the performance standards as outlined by our state contract to enable us to receive funds necessary to
provide quality services

This position is responsible for promoting an excellent work environment for our staff, including hiring and keeping highly qualified staff that mesh with the cultural goals of the organization; working with the local staff and Mental Health Director to identify ways to incentivize staff for excellence in performance; identifying, providing and/or coordinating training that will provide the tools needed for staff to do their job as effectively and efficiently with the least amount of stress as possible; working with the local directors to implement the Personnel Improvement Process to encourage staff to be accountable and work at their highest potential.

This position is also responsible for working collaboratively with their supervisor and the local directors and staff to build an excellent work relationship with the communities we serve, providing education and collaboration to develop cooperative working relationships and projects with community stakeholders in order to ensure the individuals we serve have a wide range of community support to assist them in their recovery, and working to ensure that our staff are professional and knowledgeable in their positions in order to build healthy and trusting relationships in our communities.

Position requires travel within (5) five county service area and flexible scheduling.

Salary/Hours

Compensation is commensurate with experience. Monday – Friday 8 a.m. – 5 p.m. Position requires travel within Hays, Comal, Gillespie, Llano and Kendall Counties.

Area/Location

One Schreiner Center – Executive Offices
819 Water St. Suite 300
Kerrville, Texas 78028

Minimum Qualifications

Master’s degree that qualifies as a LPHA
(4) Four years of experience in working in a leadership role in a behavioral health agency or (2) Two years of experience with a degree in business or administration

Preferred Qualifications

Posting Dates

Open until filled – Posted 6.18.2015

Position #

#4624 – Full-time

Job Title

Western Associate Director for Mental Health

General Description

The Associate Director for Mental Health Services for the Eastern Counties, reports to the Mental Health Director and works collaboratively to provide leadership to the local clinic directors. These responsibilities include promoting excellence in services by providing guidance and coaching on Person Centered Recovery Planning; training to directors and recovery staff on providing best practice services which promotes recovery to the individuals we serve, to include service delivery with accurate and timely documentation; management of reports that insures individuals are receiving services needed based on their level of care and PCRP; also supporting directors and staff to meet the performance standards as outlined by our state contract to enable us to receive funds necessary to
This position is responsible for promoting an excellent work environment for our staff, including hiring and keeping highly qualified staff that mesh with the cultural goals of the organization; working with the local staff and Mental Health Director to identify ways to incentivize staff for excellence in performance; identifying, providing and/or coordinating training that will provide the tools needed for staff to do their job as effectively and efficiently with the least amount of stress as possible; working with the local directors to implement the Personnel Improvement Process to encourage staff to be accountable and work at their highest potential.

This position is also responsible for working collaboratively with their supervisor and the local directors and staff to build an excellent work relationship with the communities we serve, providing education and collaboration to develop cooperative working relationships and projects with community stakeholders in order to ensure the individuals we serve have a wide range of community support to assist them in their recovery, and working to ensure that our staff are professional and knowledgeable in their positions in order to build healthy and trusting relationships in our communities.

Position requires travel within (6) six county service area and flexible scheduling.

<table>
<thead>
<tr>
<th>Salary/Hours</th>
<th>Compensation is commensurate with experience Monday – Friday 8 a.m. – 5 p.m. Position requires travel within Kerr, Kimble, Medina, Uvalde and Valverde Counties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area/Location</td>
<td>One Schreiner Center – Executive Offices 819 Water St. Suite 300 Kerrville, Texas 78028</td>
</tr>
<tr>
<td>Minimum Qualifications</td>
<td>Master’s degree that qualifies as a LPHA (4) Four years of experience in working in a leadership role in a behavioral health agency or (2) Two years of experience with a degree in business or administration</td>
</tr>
<tr>
<td>Preferred Qualifications</td>
<td></td>
</tr>
<tr>
<td>Posting Dates</td>
<td>Open until filled – Posted 6.18.2015</td>
</tr>
<tr>
<td>Position #</td>
<td>#982 – Full-Time</td>
</tr>
<tr>
<td>Job Title</td>
<td>Registered Nurse</td>
</tr>
</tbody>
</table>
## General Description

The Registered Nurse is responsible for ensuring the care, treatment and general welfare of consumers to comply with HCS, TXHMLIVING principles, and DADS community standards. Primary responsibility will be to administer medication as ordered by physician; maintain and document medical care in individual records; monitor and evaluate health status of individuals, and perform routine medical treatments. RN will actively participate as a member of the Team. Home visits to consumers will be conducted as necessary.

1. Actively participates in the individual’s plan of care to ensure that he/she maintains an optimal level of wellness and aids him/her to develop to fullest potential.
2. Will document pertinent facts reflecting consumer’s health care needs according to DADS Community Standards, HCS, TXHMLIVING and ACDD.
3. Participates directly in establishing and maintaining a clean, safe, and healthy environment for the individuals.
4. Participates in the interdisciplinary process in order to assist in development and evaluation of residents overall programs.
5. Participates in and contributes to seminars, workshops or meetings for professional growth, educational and improved communication.
6. Performs special assignments to facilitate unit operations.

### Salary/Hours

$21.15 per hour / Monday – Friday 8 a.m. – 5 p.m.  
Some travel required; occasional on-call

### Area/Location

Del Rio IDD Services / Uvalde Work Center  
410 Veteran Blvd 324 Crystal City Highway  
Del Rio, Texas 78840 Uvalde, Texas 78801

### Minimum Qualifications

Licensed to practice as a Registered Nurse in the State of Texas.

### Preferred Qualifications

Experience working with consumers with Developmental Disabilities

### Posting Dates

Open until filled – Posted 6.18.2015

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## Position #597 – Full-Time

### Job Title

Licensed Vocational Nurse

### General Description

Under the general direction of the Center Director and the clinical supervision of an RN, the LVN performs technical nursing functions within the scope of their license. Maintains inventory of medications and medical supplies. Provides aftercare monitoring of geriatric nursing home clients. Ensures infection control measures are followed. Responsible for providing at least 70 direct service hours per month, client no-show rates of less than 25% and staff-kept appointment rates of at least 90%. Must provide timely and accurate documentation which supports diagnosis and outcome-based services. This position requires flexibility in schedule and travel.

### Salary/Hours

Compensation is commensurate with experience.  
Monday – Friday / 8 a.m. – 5 p.m. / Some travel associated with this position

### Area/Location

Kimble County Mental Health Clinic 1003 College St. Junction, TX 76849  
Position requires travel within Kimble, Llano & Gillespie Counties.

### Minimum Qualifications

High School Diploma / GED  
Valid Texas Driver’s License  
Current LVN License in the state of Texas  
(2) Two years of experience in the medical field utilizing LVN knowledge and skills.
**Preferred Qualifications**

Bilingual (English/Spanish) speaking.

**Posting Dates**

Open until filled – Posted 6.22.2015

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<table>
<thead>
<tr>
<th>Position #</th>
<th>#607 – Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
<td>Recovery Coach</td>
</tr>
</tbody>
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**General Description**

This position is responsible for assessing specific needs and developing and implementing treatment plans that support individuals with mental illness in learning skills to reach their desired outcomes and to attain / maintain individual recovery. Responsible for scheduling and carrying out individual recovery. Responsible for scheduling and carrying out individual and group rehabilitative services including psychiatric rehabilitation, case management, supported employment, supported housing, skills training and development, TIMA patient family education and COPS-D. Responsible for providing at least 100 billable hours per month, providing at least minimum service hours as specified by the state contract. Must provide collaborative and accurate documentation which supports appropriate level of services and consumer driven treatment plan and outcome-based services. This position requires flexibility in schedule. Staff providing services to consumers in level of service 3 or 4 must work within the team structure and outlined in the fidelity tool.

**Salary/Hours**

$17.35 per hour / Monday – Friday 8 a.m. – 5 p.m.

**Area/Location**

Valverde County Mental Health Clinic
906 East 11th St. Del Rio, Texas 78840

**Minimum Qualifications**

Bachelor’s Degree from an accredited college or university in social, behavioral or human services.
Please submit copy of college transcripts and resume with application.

**Preferred Qualifications**

Bilingual: English/Spanish. Two years of experience with Mental Health service delivery. One year of experience implementing the Adult Needs & Strength Assessment / Child & Adolescent Needs & Strengths Assessment and / or the Texas Resilience and Recovery Model for Adults or Children is preferred

**Posting Dates**

Open until filled – Posted 6.22.2015

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Revised 6.22.2015