

Position #	Various Numbers
Job Title	Community Service Aide III
General Description	<p>Primary responsibility is to provide a responsible role model, life skills education, guidance and support for our consumers. Hill Country's goal is for our consumers to reach their personal goals through experiencing and discovering options that offer choices and opportunities. This focus is supported and directed by the consumer's individual plan, which the Community Service Aide has a shared responsibility to ensure positive results for the consumer served. This includes but is not limited to habilitation training for living skills, social skills, vocational skills, and job placement and recreational/leisure activities. Also responsible for providing transportation, monitoring and documenting medication administration and documenting services provided.</p> <p>Residential and vocational positions include variable shifts 100% (full time); 75% and 50% (part time) positions may be available</p>
Salary/Hours	\$8.74-\$10.15 Hr depending on location; Full-time, Part-time Variable Shifts and hours / Quarterly incentive pay possible.
Area/Location	<p>Kerrville DD Center (Special Opportunity Center) 200 S. Lemos Kerrville, TX 78028 830-896-4606</p> <p>Uvalde DD Work Center 324 Crystal City Hwy (South 83) Uvalde, TX 78801 830-278-1243</p> <p>Llano DD (Special Opportunity Center) 206 E. Main Llano, TX 78643 325-247-4021</p> <p>Scheib DD Center 1200 N. Bishop San Marcos, TX 78666 512-392-7104</p> <p>Del Rio DD Services 410 Veterans Blvd. Del Rio, TX 78840 830-775-3303</p> <p>Comal County Development Training Center 511 North St. New Braunfels, TX 78130 830-625-735</p> <p>Fredericksburg DD/New Horizon 107 Industrial Loop Fredericksburg, Texas 830-997-8696</p>

	Tex-Spice PO Box 8 Devine, TX 78016 830-663-9248
Minimum Qualifications	High School graduation or GED.
Preferred Qualifications	1-year experience working with individuals with intellectual development disabilities and mental illness.
Posting Dates	Open

Position #	2765
Job Title	RN / LVN
General Description	Under the general direction of the Center Director the RN / LVN performs technical nursing functions within the scope of their license.
Salary/Hours	Commensurate with experience
Area/Location	San Marcos, TX
Minimum Qualifications	Licensed to practice as a registered nurse or licensed vocational nurse in the State Texas
Preferred Qualifications	Licensed RN / LVN, at least one-year experience in the mental health field, utilizing RN / LVN knowledge and skills
Posting Dates	Open until filled

Position #	
Job Title	RN (PRN)
General Description	Experienced, dedicated RN's needed for PRN positions. 12-hour shifts at 16-bed psychiatric crisis stabilization unit.
Salary/Hours	Commensurate with experience
Area/Location	CSU-Kerrville, TX
Minimum Qualifications	Licensed to practice as a Registered Nurse in the State of Texas
Preferred Qualifications	Licensed RN, at least one-year experience in the mental health field, utilizing RN knowledge and skills
Posting Dates	Open until filled

Position #	
Job Title	LVN (PRN)
General Description	Experienced, dedicated LVN'S needed for PRN positions at 16-bed psychiatric crisis stabilization unit.
Salary/Hours	Commensurate with experience
Area/Location	CSU-Kerrville, TX
Minimum Qualifications	Licensed to practice as a licensed vocational nurse in the State Texas
Preferred Qualifications	Licensed LVN, at least one-year experience in the mental health field, utilizing LVN knowledge and skills
Posting Dates	Open until filled

Position #	
Job Title	Direct Care Staff (PRN)
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. Always understand the CSU Charge Attendant or Director might assign other duties.
Salary/Hours	Commensurate with experience
Area/Location	CSU Unit- Kerrville, TX
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. Bi-lingual preferred.
Preferred Qualifications	High School/ GED Good communication and writing skills. Experience working with mentally ill patients. Bilingual preferred.
Posting Dates	Open until filled

Position #	2759
Job Title	Crisis Team Leader
General Description	Experience in working to resolve crisis situations to include assessment, crisis rehabilitation, case management and appropriate referrals to least restrictive setting. Knowledge and excellent interpersonal skills working with multiple community agencies for education and resource referrals. Ability to appropriately documents services according to governing standards. Ability to work flexible hours. Strong communication and computer skills. Individual systemic counseling in the clinical and community setting.
Salary/Hours	\$24.12/hr
Area/Location	San Marcos MH
Minimum Qualifications	Licensed Counselor or Social Worker in mental health
Preferred Qualifications	Experience working in a mental health or related field, specifically crisis resolution. Management experience, excellent interpersonal skills for working with multiple community agencies for education and resource referrals.
Posting Dates	Open until filled

Position #	1125
Job Title	Service Coordinator/Enrollment Specialist – Part-Time
General Description	Responsible for assisting with the intake process and providing Service Coordination to individuals with intellectual and developmental disabilities. These duties include assessing, evaluating and identifying needs and goals of individuals relating to personal outcomes, including recommendations for interventions and support services. Arranges and collaborates with service providers and agencies in order to link individuals with outcome-focused services. Position is 80%.
Salary/Hours	\$14.71/hr.
Area/Location	Kerrville & Fredericksburg TX
Minimum Qualifications	Two years Service Coordination or Case Management experience working with people with intellectual or developmental disabilities. Experience with enrollment procedures for Texas Home Living or HCS. Bilingual preferred.
Posting Dates	Open until filled

Position #	
Job Title	Service Coordinator
General Description	Responsible for assisting with the intake process and providing Service Coordination to individuals with intellectual and developmental disabilities. These duties include assessing, evaluating and identifying needs and goals of individuals relating to personal outcomes, including recommendations for interventions and support services. Arranges and collaborates with service providers and agencies in order to link individuals with outcome-focused services.
Salary/Hours	\$14.71/hr.
Area/Location	New Braunfels TX
Minimum Qualifications	Two years Service Coordination or Case Management experience working with people with intellectual or developmental disabilities. Experience with enrollment procedures for Texas Home Living or HCS. Bilingual preferred.
Posting Dates	Open until filled

Position #	555
Job Title	Business Manager
General Description	Under the direct supervision of the Clinic Director, the Business Manager will be responsible for answering the main telephone, taking/relaying messages, scheduling/confirming appointments, initiating consumer paperwork, maintenance of consumer records, pulling charts on doctor day, collecting payments from consumers, data entry, in charge of petty cash, purchasing, and patient assistance program.
Salary/Hours	\$11.31/hr
Area/Location	Junction MH
Minimum Qualifications	Bachelor's degree from an accredited college or university with major field related to the duties of the position. One (1) year of experience related to the position. One (1) additional year of above-related experience may be substituted for each year of college. Maximum substitution, four (4) years. General secretarial office skills; i.e. filing, answering phones, petty cash, cash drawer reconciliation, and reconciling bills and receipts for payment. General computer skills; Microsoft Word and Excel, data entry.
Preferred Qualifications	Experience in a medical office setting answering telephones, scheduling appointments, maintaining medical records and Patient Assistance Program. Experience with insurance verification/billing, Medicare Part D. General secretarial office skills; i.e. filing, answering phones, petty cash, cash drawer. Bilingual (English/Spanish)
Posting Dates	Open until filled

Position #	908
Job Title	MH Rehabilitation Specialist
General Description	This position is responsible for: linkage and referral, monitoring of services, crisis prevention/management, and assessment and treatment planning for people with mental illness admitted to MH Services; collaborates with service providers and agencies in order to link consumers with outcome-focused services. Responsible for providing at least 100 billable hours per month; client no-show rates of less than 25%, and staff-kept appointment rates of at least 90%; Responsible for contact with assigned clients in accordance with treatment plan and accurate and timely documentation which supports treatment plan and outcome-based services. This position requires flexibility in schedule and some travel.
Salary/Hours	\$15.72/hr
Area/Location	New Braunfels MH
Minimum Qualifications	BS in social or behavioral sciences; credentialed as QMHP
Preferred Qualifications	Previous experience in mental health services. Experience in adult and/or children mental health. Experience in service coordination and/or case management. Computer literate in Microsoft Suites Bilingual Spanish/ English and write fluently in Spanish
Posting Dates	Open until filled

Position #	516
Job Title	ECI Early Intervention Specialist Social Service Case Analyst
General Description	Provide services for young children from birth to age three (3) with developmental delays. Provide accurate documentation in timely manner for funding billable hours. Follow the Individual Family Service Plan for supporting outcome-based services. Assess and evaluate the needs of children with developmental delay, medical diagnosis or atypical development related to family outcomes. Provide recommendations for the intervention and support services. Collaborate with service providers and agencies in order to line consumers with outcome-focuses services. Responsible for providing at least 80 (billable) hours per month with less than 25% no show rate and at least 80% IFSP planned services delivered. Make contacts with assigned clients in accordance with Individual Family Services Plan. Provide accurate and timely documentation that supports outcome-based services. Requires flexibility in schedule, travel required within 100 miles radius of workstation to Gillespie, Kimble, and Kerr. Ability to work in team setting but is autonomous in completing assigned job duties. All services are delivered in compliance with Texas Inter Agency on ECI
Salary/Hours	Based on experience and credential
Area/Location	Kerrville County, travel to surrounding counties
Minimum Qualifications	Bachelor's or advanced degree from and accredited 4-year college or university. Experience working with children from birth to age three.
Preferred Qualifications	Bilingual: English / Spanish required. Fully Qualified preferred. Previous ECI experience. Experience with children with disabilities
Posting Dates	Open until filled

Position #	
Job Title	ECI Speech Therapist
General Description	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 80 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. Flexibility in scheduling is helpful.
Salary/Hours	Commensurate upon experience
Area/Location	Comal County and surrounding areas as needed
Minimum Qualifications	Licensed Speech Therapist
Preferred Qualifications	Bilingual: English/Spanish preferred Early Childhood Intervention Experience Experience with the birth to three (3) year old population Experience with Home Based Service
Posting Dates	Open until filled

Position #	953
Job Title	Pap Coordinator
General Description	The Administrative Tech I (a.k.a. PAP coordinator) under the direct supervision of the Business Manager. This position is responsible for, but not limited to, coordinating the PAP program, opening/closing consumers in NEC, completing consumer's financial/demographic, follow up appointments with consumers, New Generation Medication Tracking, McKesson Purchase orders and NEC over rides and prior authorizations. Back-up duties include but are not limited to data entry and reports, filing, physical coverage of the reception area, answering the main telephone, scheduling and confirming consumer appointments, consumer paperwork, timekeeping, data entry, taking and relaying messages, collection of payments, Incoming/Outgoing Correspondence, and Medicare Part D enrollment and prior authorizations.
Salary/Hours	\$9.02
Area/Location	Kerrville MH Clinic
Minimum Qualifications	High school Diploma/GED, Well-organized, Good communication skills, Computer literate, Experience in duties related to the position.
Preferred Qualifications	Multi line telephone experience Medical Office Experience Medical Terminology Medication administration knowledge (medication aid, nurse, etc) Computer skills – Word, Excel, Data Entry Customer Service Experience (clinical, hospital, hospitality, greeter) Patient Assistance Program experience Experience in determining eligibility for customers into specific financial based programs
Posting Dates	Open until filled