

Position #	
Job Title	<b>Medical Specialist/Community Center Physician</b>
General Description	This position is responsible for providing a wide variety of psychiatric services to children and adults with severe and persistent mental illness. Responsible for providing at least 100 direct service hours per month, client no-show rates of less than 25%, and staff-kept appointment rates of at least 90%. Responsible for timely and accurate documentation that supports diagnosis and outcome-based services. This position requires flexibility in schedule and ability to serve on after-hour crisis call on a rotation basis. Travel may be required.
Salary/Hours	Negotiable
Area/Location	<b>Kerrville; Kerr Co., San Marcos, Hays Co., Hondo; Medina Co</b>
Minimum Qualifications	Licensed to practice medicine in Texas, plus successful completion of a residency approved by the Accreditation Council for Graduate Medical Education (ACGME), or equivalent body. Certification by that specialty's member Board of American Board of Medical Specialties or equivalent body is an acceptable substitute for the three (3) year's experience. Meets all other criteria for employment and medical staff appointment, as appropriate.
Preferred Qualifications	Experience with children in mental health population
Posting Dates	<b>Open until filled</b>

Position #	Various Numbers
Job Title	<b>Community Service Aide III</b>
General Description	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. Residential and vocational positions include variable shifts 100% (full time); 75% and 50% (part time) positions may be available
Salary/Hours	\$8.74-\$10.15 Hr depending on location; Full-time, Part-time Variable Shifts and hours Quarterly incentive pay possible.
Area/Location	<b>Kerrville MR Center (Special Opportunity Center) 200 S. Lemos</b>

	<p><b>Kerrville, TX 78028</b> <b>830-896-4606</b></p> <p><b>Uvalde MR Work Center</b> <b>324 Crystal City Hwy (South 83)</b> <b>Uvalde, TX 78801</b> <b>830-278-1243</b></p> <p><b>Llano Special Opportunity Center</b> <b>206 E. Main</b> <b>Llano, TX 78643</b> <b>325-247-4021</b></p> <p><b>Scheib MR Center</b> <b>1200 N. Bishop</b> <b>San Marcos, TX 78666</b> <b>512-392-7104</b></p> <p><b>Del Rio MR Services</b> <b>410 Veterans Blvd.</b> <b>Del Rio, TX 78840</b> <b>830-775-3303</b></p> <p><b>Comal County Development Training Center</b> <b>511 North St.</b> <b>New Braunfels, TX 78130</b> <b>830-625-735</b></p> <p><b>Fredericksburg MR/New Horizon</b> <b>107 Industrial Loop</b> <b>Fredericksburg, Texas</b> <b>830-997-8696</b></p> <p><b>Tex-Spice</b> <b>PO Box 8</b> <b>Devine, TX 78016</b> <b>830-663-9248</b></p>
Minimum Qualifications	High School graduation or GED.
Preferred Qualifications	None specified
Posting Dates	<b>Open</b>

Position #	1143
Job Title	<b>Direct Care Staff</b>
General Description	Working with adolescents
Salary/Hours	\$9.30 hourly/flexible hours
Area/Location	<b>Villa Del Sol-Center Point</b>
Minimum Qualifications	High School Diploma/GED
Preferred Qualifications	Prefer experience working with adolescents in a substance abuse treatment environment, must be able to work flexible hours and weekends.
Posting Dates	<b>Open until filled</b>

Position #	
Job Title	<b>RN</b>
General Description	Licensed RN needed for center working w/ individuals who have MH diagnosis.
Salary/Hours	Competitive pay
Area/Location	<b>Fredericksburg, Llano and Junction Clinics</b>
Minimum Qualifications	Licensed to practice as a Registered Nurse in the State of Texas.
Preferred Qualifications	Bilingual - English/Spanish / 2 years experience Experience with Mental Health disabilities.
Posting Dates	<b>Open until filled</b>

Position #	
Job Title	<b>RN</b>
General Description	Licensed RN needed for center working w/ individuals who have MR diagnosis.
Salary/Hours	Competitive pay
Area/Location	<b>Del Rio and Uvalde</b>
Minimum Qualifications	Licensed to practice as a Registered Nurse in the State of Texas. Work two days weekly in Del Rio and 2 days weekly in Uvalde.
Preferred Qualifications	Bilingual - English/Spanish / 2 years experience Experience with Mental Retardation disabilities.
Posting Dates	<b>Open until filled</b>

Position #	
Job Title	<b>Data Entry Clerk - Admin. Tech I Medical Records Clerk</b>
General Description	Under the direct supervision if the Business Manager, the Administrative Tech I (a.k.a. Data Entry Clerk) is responsible for, but not limited to, the following: filing doctor/nurse notes and paperwork completed on doctor day, data entry including NEC medication data entry, runs reports, Lab paperwork, open and close charts. Incoming/Outgoing correspondence including faxes, and timekeeping. Back-up duties include bet are not limited to the following: physical coverage of the reception are, answering the main telephone, taking and relaying messages, scheduling and confirming consumer appointments, consumer paperwork, charts for doctor visits, running client statements/aged report, maintenance of Consumer Master Records, Video conferences, forms bin, collection of payments, Patient Assistance program, financial/demographics/insurance verification, medical records requests, open and close consumers in NEC and overrides, medication prior authorizations and alternate cash drawer custodian.
Salary/Hours	
Area/Location	Val Verde MH
Minimum Qualifications	High School diploma or GED
Preferred Qualifications	Bilingual candidates with at least one year of prior secretarial experience. Must be available to work after 5:00pm and some weekend hours, as needed.
Posting Dates	<b>Open until filled</b>

Position #	2009
Job Title	<b>Admin Tech I/Receptionist</b>
General Description	Must have experience working in the medical office, knowledge of 3 <sup>rd</sup> party insurance and data entry.
Salary/Hours	\$10.26/hr
Area/Location	San Marcos / ECI
Minimum Qualifications	High School Grad/GED plus 2 years experience in duties related to the position. One semester of college work may substitute for each 6 months of experience. Computer experience required
Preferred Qualifications	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. Preferred bilingual
Posting Dates	<b>Open until filled</b>

Position #	
Job Title	<b>Service Coordinator Supervisor</b>
General Description	This position has the primary responsibility of supervising Service Coordination for consumer with developmental disabilities in assigned areas and is under the supervision of the Director of Authority Services. Duties of the Service Coordination Supervisor include supervision of staff, internal quality management activities, development of audit procedures, maintenance of budgets for each service site, hiring and training staff on needed skills for Service Coordination, and coordinating staff development for the assigned area. Ensures that service coordination for consumers in the Home and Community Based Services (HCS), Texas Home Living Program, and funded by general revenue are delivered in compliance with applicable rules and contract requirements. Responsible for ensuring implementation of Hill Country MHMR Center's Policy and Procedures, State rules and regulations relevant to Service Coordination. This position is responsible for ensuring that all consumers are receiving outcome-based services and supports.
Salary/Hours	Commensurate with experience
Area/Location	<b>Kerrville</b>
Minimum Qualifications	Bachelor's or advanced degree from an accredited college with a major in a social, behavioral, or human service field.
Preferred Qualifications	Experience with Service Coordination or case management. Experience with management and supervision of staff Experience with overseeing a budget
Posting Dates	<b>Open until filled</b>

Position #	
Job Title	<b>Service Coordinator ~ 2 Openings</b>
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 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 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 Department of Aging and Disability Services (DADS), the Service Coordination Rule (Chapter 412, Subchapter L.), Home and Community Based Services (Chapter 9, Subchapter D), and the Texas Home Living Program (Chapter 419, Subchapter N.)
Salary/Hours	\$14.71/hr
Area/Location	<b>San Marcos</b>
Minimum Qualifications	A bachelor's or advanced degree from an accredited college or university with a major in a social, behavioral, or human service field including, but not limited to: psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human development, gerontology, educational psychology, education and criminal justice; OR A high school diploma or GED and have: two years of paid employed experience as a case manager in a state or federally funded Parent Case Management Program, graduated from Partners in Policy Making,; AND personal experience as an immediate family member of an individual with mental retardation or mental illness. Experience as a case manager for a Home and Community Based Services (HCS) provider.
Preferred Qualifications	1. At least two years experience working with people with developmental disabilities 2. Experience with the HCS program 3. Bilingual
Posting Dates	<b>Open until filled</b>

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Job Title	<b>Service Coordinator</b>
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 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 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 Department of Aging and Disability Services (DADS), the Service Coordination Rule (Chapter 412, Subchapter L.), Home and Community Based Services (Chapter 9, Subchapter D), and the Texas Home Living Program (Chapter 419, Subchapter N.)
Salary/Hours	\$14.71/hr
Area/Location	<b>New Braunfels</b>
Minimum Qualifications	A bachelor's or advanced degree from an accredited college or university with a major in a social, behavioral, or human service field including, but not limited to: psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human development, gerontology, educational psychology, education and criminal justice; OR A high school diploma or GED and have: two years of paid employed experience as a case manager in a state or federally funded Parent Case Management Program, graduated from Partners in Policy Making,; AND personal experience as an immediate family member of an individual with mental retardation or mental illness. Experience as a case manager for a Home and Community Based Services (HCS) provider.
Preferred Qualifications	1. At least two years experience working with people with developmental disabilities 2. Experience with the HCS program 3. Bilingual
Posting Dates	<b>Open until filled</b>

Position #	
Job Title	<b>Mental Health Case Manager-Adults/QMHP</b>
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 MHMR 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	
Area/Location	Del Rio MH
Minimum Qualifications	4-year degree in Psychology or related field.
Preferred Qualifications	Bilingual: English/Spanish. 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
Posting Dates	<b>Open until filled</b>

Position #	3062
Job Title	<b>Admin Tech I - Part-Time</b>
General Description	Under direct supervision of the Area Supervisor the Administrative Tech 1 is responsible for maintaining current ECI and Hill Country CMHMRC forms, compiling Intake and IFSP packets, maintaining client folders, disinfecting evaluation kits and toys and general filing.
Salary/Hours	\$8.75/hr
Area/Location	<b>Kerrville - ECI</b>
Minimum Qualifications	High School Grad/GED plus 2 years experience in duties related to the position. One semester of college work may substitute for each 6 months of experience.
Preferred Qualifications	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.
Posting Dates	<b>Open until filled</b>

Position #	
Job Title	<b>Admin Tech I/Receptionist / Part Time</b>
General Description	General office duties to include filing, copying, and using fax/email to forward information
Salary/Hours	\$8.75/hr
Area/Location	Hondo / ECI
Minimum Qualifications	High School Grad/GED plus 2 years experience in duties related to the position. One semester of college work may substitute for each 6 months of experience. Computer experience required
Preferred Qualifications	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. Preferred bilingual
Posting Dates	<b>Open until filled</b>

Position #	1146
Job Title	<b>ECI Early Childhood Intervention Specialist</b>
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. 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. All services are delivered in compliance with Texas Inter Agency on ECI
Salary/Hours	Based on experience and credential
Area/Location	Hondo
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. Previous ECI experience. Experience with children with disabilities
Posting Dates	<b>Open until filled</b>

Position #	
Job Title	<b>Business Manager</b>
General Description	This position is responsible for, but not limited to, ensuring the smooth operation of the business functions. Under the direct supervision of the Service Coordination Supervisor, the Business Manager is responsible for but not limited to: answering the telephone, taking/relaying messages, maintenance of consumer master records, filing, data entry, completing various typing assignments, distributing incoming/outgoing correspondence, timekeeping, travel vouchers, completing MasterCard/Wal-Mart logs, Voyager logs, vehicle maintenance, conducting and tracking local inventory, coordinating annual Hill Country CMHMRC inventory tracking, coordinating and taking minutes at various meetings, completing medical records requests, and purchasing office supplies.
Salary/Hours	\$9.93/hr
Area/Location	<b>Kerrville</b>
Minimum Qualifications	High School diploma or GED
Preferred Qualifications	Bilingual, Two years secretarial or business manager experience.
Posting Dates	<b>Open until filled</b>

Position #	
Job Title	<b>Business Manager</b>
General Description	This position is responsible for, but not limited to, ensuring the smooth operation of the business functions. Under the direct supervision of the Service Coordination Supervisor, the Business Manager is responsible for but not limited to: answering the telephone, taking/relaying messages, maintenance of consumer master records, filing, data entry, completing various typing assignments, distributing incoming/outgoing correspondence, timekeeping, travel vouchers, completing MasterCard/Wal-Mart logs, Voyager logs, vehicle maintenance, conducting and tracking local inventory, coordinating annual Hill Country CMHMRC inventory tracking, coordinating and taking minutes at various meetings, completing medical records requests, and purchasing office supplies.
Salary/Hours	\$9.93/hr
Area/Location	<b>Fredericksburg</b>
Minimum Qualifications	High School diploma or GED
Preferred Qualifications	Bilingual, Two years secretarial or business manager experience.
Posting Dates	<b>Open until filled</b>

Position #	754
Job Title	<b>Clinic Director</b>
General Description	Experience in managing a behavioral health program serving people with severe and acute mental illness. Management philosophy that supports accountable care. Experience in collaborating with the community resources.
Salary/Hours	Commensurate upon experience and Licensure
Area/Location	San Marcos
Minimum Qualifications	Master Degree / Bachelor's Degree in a human service field
Preferred Qualifications	Understanding of state requirements for providing services under the RDM model. Good clinical skills with the ability to provide clinical and administrative supervision to all levels of staff.
Posting Dates	<b>Until filled</b>

Position #	526
Job Title	<b>ECI Licensed Professional Counselor or Licensed Clinical Social Worker</b>
General Description	Experience with ECI, Part C of IDEA Experience Children, 0-3 years with developmental delays Experience with families with young children
Salary/Hours	Negotiable based on experience
Area/Location	<b>New Braunfels, Comal County</b>
Minimum Qualifications	Current LPC Texas License Or Clinical Social Work license
Preferred Qualifications	Bilingual: English/Spanish Early Childhood Intervention Experience Experience with the birth to three (3) year old population Experience with Home Based Service Flexible schedule encouraged, position is part of interdisciplinary team. Travel in adjacent areas required.
Posting Dates	<b>Open until filled</b>

Position #	
Job Title	<b>MR Area Director</b>
General Description	The Mental Retardation Area 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. Responsible for all business and administrative functions of the MR Center, and supervision of personnel. Exercises extensive independent judgement. Requires flexibility in schedule. Ensures that all services are delivered in compliance with HCS service definitions, HCS Principles, TxHmLiving Principles, and/or Community Standards
Salary/Hours	\$38,744.00/annual
Area/Location	<b>Uvalde MR</b>
Minimum Qualifications	Bachelor's Degree from an accredited college or university plus 3 years experience.
Preferred Qualifications	Computer skills, highly organized, effective communication skills, customer service skills, management skills.
Posting Dates	<b>Open until filled</b>

Position #	
Job Title	<b>Residence Team Supervisor</b>
General Description	Provide opportunities for clients to grow as individuals, provide services within the definition of HCS Functions as a supervisor on and as needed basis. Responsible for the oversight of habilitation training in the following areas: Living skills, social skills, and vocational skills. Recreational and related skills provide opportunities for individuals to be viable members of the community. Experience working with individuals with diagnosis of intellectual development disabilities and mental illness. Ensure services are in compliance with HCS/HCS-O service definitions; HCS/HCS-O Principles, ICF-MR and /or Community Standard, supervision of direct care staff (CSA). Supervision duties include, providing transportation, monitoring and documenting medication administration. Training, Safety of staff and individual clients. Other duties as assigned by the Program Director.
Salary/Hours	\$11.31 hour
Area/Location	<b>Uvalde MR</b>
Minimum Qualifications	High School Diploma, experience working with persons with disabilities, highly organized, flexible with work hours
Preferred Qualifications	2 years experience, ability to multi-task, bi-lingual, good communication and writing skills
Posting Dates	<b>Open until filled</b>

Position #	
Job Title	<b>RN – Night Shift 7pm – 7am</b>
General Description	Experienced, dedicated RN needed for 12 hour shifts 7 pm – 7 am at new 16-bed unit.
Salary/Hours	Commensurate with experience
Area/Location	<b>CSU-Kerrville, TX</b>
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	<b>Open until filled</b>

Position #	
Job Title	<b>LVN – Night Shift 11pm – 7am</b>
General Description	Experienced, dedicated LVN needed for 12 hour shifts 11 pm – 7 am at new 16-bed unit.
Salary/Hours	Commensurate with experience
Area/Location	<b>CSU-Kerrville, TX</b>
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	<b>Open until filled</b>

Position #	
Job Title	<b>Custodian</b>
General Description	Responsible for but not limited to the following: proper cleaning and sanitation of CSU patient area, bathrooms, nursing area, break areas, patient eating area and rehabilitation room as well as the kitchen in the patient area. Proper maintenance and care of floors. This also includes staff restrooms and locker area as well as the public restroom in the lobby area, the lobby area and business offices with board room. This includes mopping, dusting, sanitizing bathrooms, showers, and taking trash out daily. Watering landscape. Inventory and ordering supplies as needed.
Salary/Hours	\$9.42 per hour / M-F 8am – 5pm
Area/Location	<b>CSU-Kerrville, TX</b>
Minimum Qualifications	High school Diploma/GED, one year experience in a related position
Preferred Qualifications	Experience in custodial work specifically in a hospital, clinic or residential living facility. Training and experience with local, state and federal health department regulations concerning a hospital setting. Experience in inventory and purchasing of Janitorial supplies. Experience in a lead role as a janitorial staff person (manager, supervisor, owner).
Posting Dates	<b>Open until filled</b>

Position #	
Job Title	<b>Receptionist-Part-Time</b>
General Description	Under the direct supervision of the Business Manager, 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, Incoming/Outgoing Correspondence, data entry, greeting visitors, and maintain lobby area. Back-up duties include but are not limited to the following: completing various typing assignments. Evenings and weekends.
Salary/Hours	\$9.02 hr
Area/Location	<b>CSU Unit- Kerrville, TX.</b>
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, hospital/clinical experience – preferably receptionist, computer skills – Word, Excel, Data Entry and Customer Service Experience (clinical, hospital, hospitality, greeter)
Posting Dates	<b>Open until filled</b>

Position #	
Job Title	<b>Direct Care Staff-Day-Shift CSU</b>
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 / PRN
Area/Location	<b>CSU Unit- Kerrville, TX.</b>
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	<b>Open until filled</b>