Vacancies listed below remain vacant a minimum, of five (5) business days from date of posting. Applications are accepted online only. Resumes are welcome -- but will not be accepted in lieu of a completed application. Computers are available for use in the Human Resources Office from 8:00 a.m. through 5:00 p.m., Monday through Friday. Per the Department of Homeland Security Immigration guidelines, applicants selected for employment are required to provide documents that provide proof of employment authorization and identity (i.e., Social Security card, birth certificate, passport, driver’s license, etc.). Alternate documents may be accepted as per regulation. Applicants selected for employment are required to provide proof of education such as GED certificate, high school diploma or transcript, official college transcripts, proof of licensure if required for the position, provide a valid driver’s license and proof of auto liability insurance. New employees are required to direct deposit payroll checks.

StarCare Specialty Health System requires all applicants selected for employment to undergo a criminal background check to determine suitability for employment. Convictions related to sexual offenses, murder, theft, assault, battery or any other crime involving personal injury or threat to another person are considered a contraindication for employment at StarCare. Falsification of an application for employment is grounds for dismissal, if employed.

StarCare Specialty Health System is committed to maintaining a drug free and productive working environment for all employees and ensuring the safe and efficient delivery of services to individuals served by StarCare. As a condition of employment, all applicants selected for employment will be required to undergo pre-employment controlled substance testing and TB screening. Annual TB screening and mandatory flu vaccination are required for all employees. Convictions related to sexual offenses, murder, theft, assault, battery or any other crime involving personal injury or threat to another person are considered a contraindication for employment at StarCare. Falsification of an application for employment is grounds for dismissal, if employed.

CURRENT POSITIONS: (See attached for further information)
#213-Associate Psychologist/IDD Lead Crisis Intervention Specialist – Network Management (full-time position)
#215-Associate Psychologist/Adult MH Counselor – Behavioral Health Services (full-time position)
#251-Case Manager II/Children & Adolescent Service Coordinator – Behavioral Health Services (full-time position)
#263-Case Manager III/Continuity of Care – Network Management (full-time position)
#275-Case Manager III/Clinic Care Coordinator – Behavioral Health Services (full-time position) 
#276-Case Manager IIIDependency Counselor – Behavioral Health Services (full-time position)
#278-Case Manager III/Medications Authorization Coordinator – Behavioral Health Services (full-time position)
#295-Case Manager II/Mental Health Rehab Specialist – Behavioral Health Services (full-time position)
#305-Case Manager IIIDDSvior Network Management (full-time position)
#307-Case Manager II/OASAR Priority Population – Network management (full-time position)
#419-Direct Service Professional III/Residential Trainer – Intellectual & Developmental Disabilities (part-time positions)
#429-Direct Service Professional III/MH Peer Specialist – Behavioral Health Services (part-time position)
#431-Psychiatric Nursing Assistant III/Mental Health Specialist – SRC Hospital (Saturday/Day and Night shifts available)
#432-Psychiatric Nursing Assistant III/Mental Health Specialist – SRC Hospital (part-time/All shifts available)
#435-Psychiatric Nursing Assistant III/Mental Health Specialist – SRC Hospital (full-time Night position)
#442-Medical Technician III/Nurse’s Aide– Monitoring Assistant – Silver Star Health Network (full-time position)
#446-Medical Technician III/Outpatient Clinic – Behavioral Health Services (full-time position)
#469-Licensed Vocational Nurse – Silver Star Health Network (full-time position)
#472-Licensed Vocational Nurse – Silver Star Health Network & IDD Services (on-call position)
#473-Maintenance Mechanic/ Painter – Central Administration (full-time position)
#505-Nurse Practitioner or Physician Assistant – Behavior Health Services (full-time position)
#536-Program Specialist I/HIV-AA Quality & Compliance Coordinator – Network Management (full-time position)
#603-Program Specialist IV/Director of Children & Adolescent Services – Behavioral Health Services (full-time position)
#699-Registered Nurse/Charge Nurse – Sunrise Canyon Hospital (full-time Night shift)
#969-Registered Nurse/Charge Nurse/Crisis Unit – Behavioral Health Services (full-time Night shift)
#968-Registered Nurse/Fast Nurse – Behavioral Health Services (part-time position) (Saturday Nights)
#969-Registered Nurse/Fast Nurse – Behavioral Health Services (On-Call/All shifts available)
#961-Registered Nurse/Fast Nurse – Sunrise Canyon Hospital (full-time Day shift)
#962-Registered Nurse/Fast Nurse – Sunrise Canyon Hospital (full-time position) (Night shift)
#965-Registered Nurse/Part-time Charge Nurse/Crisis Unit – Behavioral Health Services (part-time Saturday Night shift)
#971-Registered Nurse/Staff Nurse/Crisis Unit – Behavioral Health Services (full-time position) (Day shift)
#952-Program Specialist I/Transportation Supervisor – Silver Star Health Network (full-time position)

This bulletin supersedes any previous listings that have circulated. Some positions have already met the minimum posting requirements and are being held open on a day-to-day basis. It is the Agency’s policy to interview only those applicants who meet the minimum requirements of the job and are deemed the best qualified based on the pool of applicants.
ASSOCIATE PSYCHOLOGIST/IDD Lead Crisis Intervention Specialist  
DEPARTMENT: Network Management  
UNIT: Intellectual & Developmental Disability Authority  

QUALIFICATIONS: Graduation from an accredited college or university with a Master’s degree with a major specialization in Social Work, Counseling, Human Services or related field is required. At least one (1) year of experience working with individuals with intellectual & developmental disabilities (IDD) who have mental health and/or behavioral health support needs, or experience linking people with IDD to mental health support services is required. Must be a Licensed Practitioner of the Healing Arts (LPHA), Board Certified Behavioral Analyst (BCBA), Licensed Master Social Worker (LMSW), Licensed Professional Counselor (LPC), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Counselor Intern (LPC-Intern), Licensed Marriage and Family Therapist- Associate (LMFT- A), and Board Certified Assistant Behavioral Analyst (BCaBA) with comparable experience will be considered. Demonstrate knowledge of human behavior, social learning theory and behavior management treatment. Knowledge of crisis intervention and psycho-diagnostic assessment required. Demonstrate knowledge of human behavior, social learning theory and behavior management treatment. Knowledge and skill in operating personal computer and Microsoft Office products is required. Position requires frequent travel within the service delivery area using personal vehicle, with mileage will be reimbursed at the Agency’s approved rate. Must have current Texas driver’s license, personal auto liability insurance and be insurable under the Agency insurance. Use of personal cell phone, with monthly phone stipend processed with payroll, to return phone calls and text messages.

RESPONSIBILITIES: Provide information about supports and services to individuals with a diagnosis of Intellectual and Developmental Disabilities (IDD), their families and IDD providers. Collaborates with Local IDD Authority (LIDDA) staff, Transition Support Team members and Providers to identify individuals with a diagnosis of IDD who are at risk of requiring crisis services. Facilitates development and implementation of prevention strategies and therapeutic supports to avoid potential crisis events. Provide education and technical support to individuals, families and Providers. Provide education and consultative support to the Mobile Crisis Outreach Team (MCOT), law enforcement and other professionals as appropriate concerning the manner in which to engage individuals with a diagnosis of IDD. When indicated develop, implement and monitor crisis respite plans.

HOURS: 8:00 am – 5:00 pm, Monday-Friday, with flexibility to meet customer & program needs.  

POSTING # 213  

ASSOCIATE PSYCHOLOGIST V-CBT/Adult MH Counselor  
DEPARTMENT: Behavioral Health Services  
UNIT: Adult Mental Health  

QUALIFICATIONS: Graduation from an accredited college or university with a Master's degree with a major specialization in Social Work, Counseling, Human Services or related field is required. Must be a Licensed Practitioner of the Healing Arts (LPHA), Licensed Professional Counselor (LPC), Licensed Master’s Social Worker-Advances Clinical Practitioner (LMSW-ACP) LCSW or Licensed Marriage & Family Therapist (LMFT), Texas licensure must be unrestricted and in good standing. Two (2) years of full-time clinical experience is required. Knowledge of DSM-5 diagnosis criteria, current best practices in psychotherapy, trauma informed care and treatment of co-occurring psychiatric and substance use disorders if also required. Bilingual (English/Spanish) is preferred. Ability to communicate effectively, professionally and maturely both orally and in writing; Ability to maintain composure in stressful situations and maintain professional boundaries; Ability to show compassion and patience to individuals presenting for services; Ability to maintain effective and professional working relationships with co-workers, customers, external providers, and stakeholders: Skill and proficiency with operating a personal computer with Microsoft Office products and experience with operating standard office equipment (copier, fax, etc.) is required. Position requires a valid Texas driver’s license and be insurable under Agency liability insurance.

RESPONSIBILITIES: Work is performed under the direct supervision of the Director of Adult Mental Health Basic Services. Moderate latitude for the use of initiative and independent judgment is expected. Provides CBT counseling services to individuals diagnosed with Major Depression and other comorbid mental health or substance use conditions; Provides Intensive Case Management and Skills Training/Development for Transition-age Youth (TAY) ages 18-20 who qualify for adult mental health services; Provides good collaboration and services as part of an interdisciplinary team (Family Partners, C&A and YES Case Managers, 1115 C&A Crisis, and C&A Director) for the provision of TAY services; Able to connect individuals with appropriate community resources including education, employment, housing, and substance use treatment. Provides Crisis Intervention, as needed, in collaboration with StarCare Crisis Services; Develop Person Centered Recovery Plans, review and update recovery plans as required; Submit all documentation within designated time frames; Assist the Adult MH Director with special projects to meet program needs.

HOURS: Typically 8:00am – 5:00pm, Monday through Friday, with flexibility. This is an EXEMPT with additional hours as needed to meet program needs.  

POSTING # 215  

ASSOCIATE PSYCHOLOGIST V-CBT/Adult MH Counselor  
DEPARTMENT: Behavioral Health Services  
UNIT: Adult Mental Health  

QUALIFICATIONS: Graduation from an accredited college or university with a Master’s degree with a major specialization in Social Work, Counseling, Human Services or related field is required. Must be a Licensed Practitioner of the Healing Arts (LPHA), Licensed Professional Counselor (LPC), Licensed Master’s Social Worker-Advances Clinical Practitioner (LMSW-ACP) LCSW or Licensed Marriage & Family Therapist (LMFT), Texas licensure must be unrestricted and in good standing. Two (2) years of full-time clinical experience is required. Knowledge of DSM-5 diagnosis criteria, current best practices in psychotherapy, trauma informed care and treatment of co-occurring psychiatric and substance use disorders if also required. Bilingual (English/Spanish) is preferred. Ability to communicate effectively, professionally and maturely both orally and in writing; Ability to maintain composure in stressful situations and maintain professional boundaries; Ability to show compassion and patience to individuals presenting for services; Ability to maintain effective and professional working relationships with co-workers, customers, external providers, and stakeholders: Skill and proficiency with operating a personal computer with Microsoft Office products and experience with operating standard office equipment (copier, fax, etc.) is required. Position requires a valid Texas driver’s license and be insurable under Agency liability insurance.

RESPONSIBILITIES: Work is performed under the direct supervision of the Director of Adult Mental Health Basic Services. Moderate latitude for the use of initiative and independent judgment is expected. Provides CBT counseling services to individuals diagnosed with Major Depression and other comorbid mental health or substance use conditions; Provides Intensive Case Management and Skills Training/Development for Transition-age Youth (TAY) ages 18-20 who qualify for adult mental health services; Provides good collaboration and services as part of an interdisciplinary team (Family Partners, C&A and YES Case Managers, 1115 C&A Crisis, and C&A Director) for the provision of TAY services; Able to connect individuals with appropriate community resources including education, employment, housing, and substance use treatment. Provides Crisis Intervention, as needed, in collaboration with StarCare Crisis Services; Develop Person Centered Recovery Plans, review and update recovery plans as required; Submit all documentation within designated time frames; Assist the Adult MH Director with special projects to meet program needs.

HOURS: Typically 8:00am – 5:00pm, Monday through Friday, with flexibility. This is an EXEMPT with additional hours as needed to meet program needs.  

POSTED 08-06-18
## CASEMANAGER III/Children & Adolescent Service Coordinator
**DEPARTMENT:** Behavioral Health Services  
**UNIT:** Children & Adolescent Services  
**SALARY:** $1176.46 Bi-Weekly

**QUALIFICATIONS:** Graduation from an accredited four (4) year college or university with major course work in a Human Services Field (psychology, sociology, family studies, etc.), and one (1) year of full-time experience in a related field preferred. Knowledge and skill in operating personal standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Local travel using personal vehicle, with mileage reimbursement, is required. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and be insurable under Agency insurance. Agency provide monthly phone stipend that is processed with payroll.

**RESPONSIBILITIES:** Provide Services to Children Customers in the community and clinical settings that are related to an approved individual plan of service. Rehabilitative Services include: providing hands-on, in-vivo skills training, symptom management, support, medication monitoring, crisis intervention, and peer support. Routine/ intensive case management services include: Evaluation, monitoring, linking, and coordinating consumers on assigned caseload. Ensure that consumers are aware of resources necessary to reach personal outcomes, addressing substance abuse, criminal justice, housing, money management, and employment issues; communicating pertinent clinical information; providing face-to-face contact with customers and their support systems; and inpatient services as needed. Work is performed under the general supervision of the Director of Children and Adolescent Services, with moderate latitude for the use of initiative and independent judgment. Clinical supervision is provided by the C&A Clinical Supervisor. Complete required documentation; Communicate information to supervisor and other Center employees; Assist with special assignments or projects as requested.

**Hours:** 8:00am-5:00 pm, Monday-Friday, with flexibility to meet program needs.  
**Posted:** 10-22-18

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## CASEMANAGER III/Continuity of Care Service Coordinator
**DEPARTMENT:** Network Management  
**UNIT:** Intellectual & Developmental Disability Authority  
**SALARY:** $1176.46 Bi-Weekly

**QUALIFICATIONS:** Bachelor’s degree from an accredited four (4) year college or university with major in a Human Services or related field (Sociology, Psychology, Family Studies, etc.), with one (1) year of full-time experience working in field of intellectual & developmental disabilities preferred. Bilingual (English/Spanish) also preferred. Knowledge and skill in operating personal computer and Microsoft Office products is required. Local travel using personal vehicle with mileage reimbursement is required. Must have current Texas driver’s license and liability car insurance and be insurable under the Center insurance. Use of personal cell phone, with monthly phone stipend processed with payroll, to return phone calls and text messages.

**RESPONSIBILITIES:** Serve as the liaison for people of the Local Authority who reside in State Supported Living Centers (SSLC); Monitor status of services; Coordinate community living transition, permanency planning for people under the age of 22 years, residing in institutions; Perform enrollment activities for people being admitted to ICF-IDD facilities, Texas Home Living and/or Home and Community (HCS) programs Communicate information to Supervisor and other employees; complete all related documentation; Attend required meetings (internally and externally) and scheduled workshops; Remain current on required training; and Assist the supervisor and other agency staff with special assignments and/or projects. Submit required program documentation and mileage logs in accordance with the IDD Local Authority Department’s designated timeframes.

**Hours:** 8am-5pm, Monday-Friday, with flexibility to meet customer and program needs.  
**Posted:** 08-31-18
POSTING # 275

CASEMANAGER III/ Clinic Care Coordinator
DEPARTMENT: Behavioral Health Services
UNIT: Outpatient Clinic
SALARY: $1176.46 Bi-Weekly
CLOSED 10-31-2018

QUALIFICATIONS: Graduation from an accredited four (4) year college or university with major course work in a Human Services Field (psychology, sociology, family studies, etc.), and one (1) year of full-time experience in a related field preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Local travel is minimal but will require using personal vehicle, with mileage reimbursement, is required. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and be insurable under Agency insurance.

RESPONSIBILITIES: Work is performed under direct supervision of the Outpatient Clinic Administrator with moderate latitude for the use of initiative and independent judgment. Provides care coordination and assessment following guidelines set in the Outpatient Clinic Policy and Procedures. Services are provided in a clinic setting to ensure individuals have access to primary and psychiatric care in an integrated setting to meet all their healthcare needs. Responsibilities include: evaluating, monitoring, linking, and coordinating care for consumers receiving services at the outpatient clinic and new to our service delivery system; ensuring that consumers are aware of resources necessary to reach personal outcomes; ensuring that Center resources are utilized appropriately; Clinical supervision is provided by the division LPHA. Complete required documentation; Communicate information to supervisor and other Center employees; Assist with special assignments or projects as requested.

Hours: 8:00am-5:00 pm, Monday-Friday, with flexibility to meet program needs. Posted 09-24-18

POSTING #287

CASEMANAGER III/Licensed Chemical Dependency Counselor
DEPARTMENT: Substance Addiction Services
UNIT: Opioid Services
SALARY: $1217.54 Bi-Weekly

QUALIFICATIONS: Graduation from High school or equivalent and a Licensed Chemical Dependency Counselor (LCDC); OR a Counselor in Training (CIT) supervised by an LCDC or Qualified Credentialied Counselor (QCC), and eight (8) years of work experience in a Human Services Field (Psychology, Sociology, Family Studies, etc.). OR; Graduation from an accredited college or university with major course work in a Human Services Field (Psychology, Sociology, Family Studies, etc.), LCDC and one (1) year of work experience in the human service field. LPC and LPC-Intern candidates also qualify for consideration. Prefer Bachelor’s degree and LCDC. Knowledge and skill in operating standard office equipment (phone, fax, copier, etc.) and personal computer with Microsoft office products is required. Must have current Texas driver’s license, personal auto liability insurance and be insurable under the Agency insurance.

RESPONSIBILITIES: Provide support to consumers and their family members through individual and family counseling in the substance use program. The counselor is responsible to assess the individual needs of the consumer and family, make appropriate referrals, as needed, and oversee consumer progress. The counselor serves as the primary counselor for assigned consumers, develops treatment plans in order to meet identified needs. He/she will observe and monitor consumers on his/her caseload and work with other team members in delivering services to all customers. Work is performed under the direct supervision of the Program Director of Substance Abuse Clinical Supervisor with moderate latitude for the use of initiative and independent judgment. Complete required documentation; Communicate information to supervisor and other Center staff members; and assist with special projects or assignments as requested.

Hours: Two positions: 6:00am – 2:00pm, Monday – Friday; AND, 5:30am – 1:30pm, Monday through Friday, with flexibility to meet program and customer needs. Revised 09-24-18
POSTING # 289

CASEMANAGER III/Medication Resource Coordinator

DEPARTMENT: Behavioral Health Services
UNIT: Medication Authorization

QUALIFICATIONS: Graduation from an accredited four (4) year college or university with major course work in a Human Services field (psychology, sociology, family studies, etc.) and one (1) year of full time experience in a related field is preferred. Knowledge and skill in operating standard office equipment (phone, fax, copier, calculator, etc.) and personal computer with Microsoft Office Products, is required. Candidate must be able to function in a highly complex work environment. Candidate must have a valid Texas drivers’ license, personal auto liability insurance, and be insurable under agency insurance.

RESPONSIBILITIES: Coordinate and serve as the exclusive point of access for medication benefits, and as the only office for authorizing the purchases of medications. Assist consumers in the medication application process and coordinate medication benefits with physicians and pharmacy benefit manager. Monitor and oversee the spending for all medications. Process pharmacy invoices and reconcile medication authorizations. Review, evaluate, and document consumers’ Medicaid eligibility to ensure continued eligibility for services. Attend meetings and trainings as scheduled, and communicate pertinent information to staff in other programs as needed. Work is performed under the general supervision of the Outpatient Clinic Director, with moderate latitude for the use of initiative and independent judgment. Complete required documentation within established timeframes. Assist supervisor and/or other Agency staff with special projects or assignments. Utilize Personal Outcomes knowledge and values in daily work activities.

Hours: 8am-5pm, Monday-Friday, with flexibility to meet program needs. Posted 09-17-18

POSTING # 295

CASEMANAGER III/Mental Health Rehabilitation Specialist

DEPARTMENT: Behavioral Health Services
UNIT: Behavioral Health Services

QUALIFICATIONS: Graduation from an accredited four (4) year college or university with major course work in a Human Services Field (psychology, sociology, family studies, etc.), and two (2) years of full-time experience in a related field preferred. Knowledge and skill in operating office equipment (phone, fax, copier, etc.) and personal computer with Microsoft Office products is required. Local travel using personal vehicle, with mileage reimbursement, is required. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and be insurable under Agency insurance. Agency provide monthly phone stipend that is processed with payroll.

RESPONSIBILITIES: Provides rehabilitative services to adult customers. Services are provided in the community and are an approved individual plan of service. Rehab services include: providing hands-on, in-vivo skills training, symptom management, support, medication monitoring, crisis intervention, and peer support; addressing substance abuse, criminal justice, housing, money management, and employment issues; communicating pertinent clinical information; providing face-to-face contact with customers and their support systems; and inpatient services as needed. Work is performed under the general supervision of the Director of Adult Behavioral Health Services with moderate latitude for the use of initiative and independent judgment. Clinical supervision is provided by the Coordinator of Psychosocial Rehabilitation Services. Complete required documentation; Communicate information to supervisor and other Center staff members; and assist with special projects or assignments as requested.

Hours: 8am-5pm, Monday-Friday, with flexibility to meet customer and program needs. Posted 10-22-18
POSTING # 305

CASE MANAGER III/IDD Service Coordinator
DEPARTMENT: Network Management
UNIT: Intellectual & Developmental Disability Authority

QUALIFICATIONS: Bachelor’s degree from an accredited four (4) year college or university with major in Human Services or related field (Sociology, Psychology, Family Studies, etc.), and one (1) year of full-time experience working with individuals with intellectual & developmental disabilities, is preferred. **This position requires exceptional, detailed oriented writing skills using a lap-top computer.** Knowledge and skill in operating personal computer and Microsoft Office products is required. Position requires frequent travel within the service delivery area using personal vehicle, with mileage will be reimbursed at the Agency’s approved rate. Must have current Texas driver’s license and liability car insurance and be insurable under the Agency insurance. Use of personal cell phone, with monthly phone stipend processed with payroll, to return phone calls and text messages.

RESPONSIBILITIES: Provide assessment, service planning, coordination and monitoring of services for people on assigned caseload. Conduct activities through face-to-face and telephone contacts with individuals, providers, family members/legal guardians; Remains current on required training; Assist people on assigned caseload to establish and/or maintain eligibility for services; Promote Person Centered Thinking and self-determination by educating others about rights, options, and choice; Complete and submit all required program documentation (contact notes, services delivery logs and mileage reports) in accordance with the IDD Local Authority Department’s designated timeframes; Assist supervisor and other agency staff with special projects as needed.

HOURS: 8:00am – 5:00pm, Monday through Friday, with flexibility to meet customer & program needs.  

POSTING # 307

CASE MANAGER III/OSAR Priority Admissions Counselor
DEPARTMENT: Network Management
UNIT: OSAR/Substance Addiction Services

QUALIFICATIONS: Bachelor’s degree from an accredited college or university with major in the human services field (Psychology, Social Work, Human Development/Family Studies, etc.) and with two (2) year of full-time related work experience in substance use services or social worker field. Licensed Chemical Dependency Counselor (LCDC) is required. Candidate must qualify as a Qualified Credentialed Counselor (QCC) under the TX Department of State Health Services guidelines. Knowledge and skill in operating standard office equipment (phone, fax, copier, etc.) and personal computer with Microsoft office products is required. Knowledge of agency software (CMHC & CMBHS) is preferred. Some local travel is required. Candidate must have a valid Texas driver’s license, liability car insurance and be insurable under the Agency insurance.

RESPONSIBILITIES: Provide Outreach, Screening, Assessment and Referral for individuals in need of substance abuse treatment services in Region I, a 41 county area. Conduct targeted eligibility screening for children and adults identified as having an opioid use disorder, engaging individuals in the process of informed consent, ensuring timely treatment entry in accordance with state and federal guidelines; Provide overdose prevention education and determine financial eligibility into services; Provide motivational interviewing and/or crisis intervention, referral and follow-up to community treatment and related services. Provide substance abuse and/or mental health assessments for customers clinically indicated by the screening; May complete and enter service plans into CMBHS computer system and provide outreach services on the Region 1 waiting list for Residential Treatment when necessary; Provision of interim services may include group education, when assigned. May provide back-up services for drug court participation. Will participate in Recovery Oriented Systems of Care (ROSC) meetings, forums, focus groups and other ROSC functions as the Mental Health Authority/OSAR representative. Complete required documentation; Communicate information to supervisor and other Agency staff members; and assist with special projects or assignments as requested.

Hours: 8:00am - 5:00pm, Monday through Friday, with flexibility to meet program needs.

POSTED 08-13-18

POSTED 10-01-18
### POSTING # 419

**DIRECT SERVICE PROFESSIONAL III/Residential Trainer**  
**DEPARTMENT:** Intellectual & Developmental Disability Services  
**UNIT:** ICF and ALU  
**QUALIFICATIONS:** Graduation from high school or equivalent (GED) with one year of related experience preferred. Some positions/shifts will require local travel using agency vehicles and/or personal vehicle with mileage reimbursement according to agency guidelines, for personal vehicle use. Must be able to speak English and write legibly and accurately in English. Must be able to attend required training and work assigned schedule. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, auto liability insurance, and insurability under Agency insurance.  
**RESPONSIBILITIES:** Providing behavior intervention, health, socialization, recreational, and personal care services and supports, outlined in the Individual Program Plan, for individuals receiving services. Provide assistance in personal hygiene tasks, ranging from total physical assistance to monitoring (including toileting, bathing, grooming, dressing, washing hands, brushing teeth, etc.) Provide physical assistance such as lifting people, assisting people with pivot transfer, and using adaptive equipment to/from wheelchair to bed, tub, shower, etc. Assist people with eating, ranging from total assistance to monitoring and teaching appropriate table manners and how to order food in a restaurant. Monitor or assist people with the taking of medications. Perform and/or assist in housekeeping duties, trash disposal, cleaning/sanitizing bathroom and house, laundry, sorting and folding clothing, and other related tasks. Provide training and support in a variety of areas, including socialization skills, recreational activities, shopping, community events, etc. Complete required documentation of services, including contact notes, mileage logs, service activity logs, time sheets, and other related documentation. Verbally communicates pertinent information to other trainers, nurses, supervisor, etc. Assist supervisor and other staff with special assignments and/or projects.  
**AVAILABLE PART-TIME HOURS:**  
- 6:00am – 9:00am, Monday through Friday Male or Female  
- 11:00am – 4:30pm, Saturday & Sunday Male or Female  
- 2:00pm – 10:00pm, Saturday & Sunday Female Only  
- 6:00am – 9:00am, Monday through Friday Female Only  
- 10:00am – 6:00pm, Saturday & Sunday Female Only  
**SALARY:** $9.93 Hourly  
**POSTING # 429**

**DIRECT SERVICE PROFESSIONAL III/Peer Specialist**  
**DEPARTMENT:** Behavioral Health Services  
**UNIT:** Adult Mental Health Services  
**QUALIFICATIONS:** Graduation from a High School or equivalent AND an adult who has been diagnosed with a mental illness and has at least one (1) year of cumulative services through the Texas Department of State Health Services (formerly Texas Department of MHMR). Applicant must be willing to appropriately share their own recovery story with consumers and be able to demonstrate current self-directed recovery. Following training, employee must be able to successfully demonstrate competency in the provision and documentation of Medicaid Mental Health rehabilitative services in accordance with the Medicaid rule and billing guidelines. Knowledge and skill in operating office equipment, including personal computer with Microsoft Office products is required. One (1) year full time related work experience preferred. Completion of Certified Peer Specialist training preferred. Knowledge and experience in available services and self-advocating is also preferred. Must have current Texas driver’s license and be insurable under Center insurance and pass criminal history and registry checks.  
**RESPONSIBILITIES:** Providing support, information, referrals, follow-up and technical assistance to peers; provides general consultation to staff and rehabilitative case management teams; assists consumers with resources, unmet needs and barriers to obtaining services for interested parties; Peers provide skills training supports as indicated on assigned consumers' recovery plans. Completing required documentation; communication verbally and/or in writing pertinent information to supervisor and other Center employee assisting with special projects and/or assignments as requested;  
**Hours:** Part-time, flexible to meet program needs – will discuss during interview.  
**SALARY:** $9.93 Hourly  
**POSTING # 429 Revised 10-29-18**
## POSTING # 431

**PSYCHIATRIC NURSING ASSISTANT III/Mental Health Specialist**

**DEPARTMENT:** Behavioral Health Services  
**UNIT:** Sunrise Canyon Hospital

**SALARY:**  
- **$9.61** for Day Shift  
- **$9.93** for Night Shift

**QUALIFICATIONS:** Graduation from high school or equivalent (GED) and six (6) months experience in direct psychiatric patient care and/or completion of one (1) semester in psychology, sociology, forensic science, human services, and/or nursing school is preferred. Certified Nurse’s Aide is also preferred. Some positions may require local travel using agency vehicles and/or personal vehicle with mileage reimbursement for personal vehicle use. Must be able to attend required training and work assigned schedule. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.,) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, auto liability insurance, and insurability under Agency insurance.

**RESPONSIBILITIES:** Provide direct nursing assistance for persons admitted to Sunrise Canyon Hospital. Mental Health Specialist works as a member of the interdisciplinary team and is responsible for providing nursing assistant services, monitoring changing patient needs, communicating changes with team members, providing pre-crisis and crisis intervention and management, assisting in therapeutic groups and activities, assisting with discharge arrangements and documenting in the Medical Record according to Hospital Policies and Procedures. Function as a part of a treatment team. Complete required documentation. Verbally communicate pertinent information to other trainers, nurses, supervisor, etc. Assist supervisor and other staff with special assignments and/or projects.

**HOURS:** Permanent Saturday: Days shift: 7:30am – 8:30pm OR Night Shift: 7:30pm – 8:30am  
Ongoing/Posted 04-23-18

## POSTING # 432

**PSYCHIATRIC NURSING ASSISTANT III/Mental Health Specialist**

**DEPARTMENT:** Behavioral Health Services  
**UNIT:** Sunrise Canyon Hospital

**SALARY:**  
- **$9.61** for Day Shift  
- **$9.93** for Night Shift

**QUALIFICATIONS:** Graduation from high school or equivalent (GED) and six (6) months experience in direct psychiatric patient care and/or completion of one (1) semester in psychology, sociology, forensic science, human services, and/or nursing school is preferred. Certified Nurse’s Aide is also preferred. Some positions may require local travel using agency vehicles and/or personal vehicle with mileage reimbursement for personal vehicle use. Must be able to attend required training and work assigned schedule. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.,) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, auto liability insurance, and insurability under Agency insurance.

**RESPONSIBILITIES:** Provide direct nursing assistance for persons admitted to Sunrise Canyon Hospital. Mental Health Specialist works as a member of the interdisciplinary team and is responsible for providing nursing assistant services, monitoring changing patient needs, communicating changes with team members, providing pre-crisis and crisis intervention and management, assisting in therapeutic groups and activities, assisting with discharge arrangements and documenting in the Medical Record according to Hospital Policies and Procedures. Function as a part of a treatment team. Complete required documentation. Verbally communicate pertinent information to other trainers, nurses, supervisor, etc. Assist supervisor and other staff with special assignments and/or projects.

**HOURS:** Part-time Hours: Either 7:30am – 8:30pm OR 7:30pm – 8:30am  
Ongoing/Posted 04-23-18
POSTING # 435

PSYCHIATRIC NURSING ASSISTANT III/Mental Health Specialist -Nights
DEPARTMENT: Behavioral Health Services
UNIT: Sunrise Canyon Hospital

QUALIFICATIONS: Graduation from high school or equivalent (GED) and six (6) months experience in direct psychiatric patient care and/or completion of one (1) semester in psychology, sociology, forensic science, human services, and/or nursing school is preferred. Certified Nurse’s Aide is also preferred. Some positions may require local travel using agency vehicles and/or personal vehicle with mileage reimbursement for personal vehicle use. Must be able to attend required training and work assigned schedule. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, auto liability insurance, and insurability under Agency insurance.

RESPONSIBILITIES: Provide direct nursing assistance for persons admitted to Sunrise Canyon Hospital. Mental Health Specialist works as a member of the interdisciplinary team and is responsible for providing nursing assistant services, monitoring changing patient needs, communicating changes with team members, providing pre-crisis and crisis intervention and management, assisting in therapeutic groups and activities, assisting with discharge arrangements and documenting in the Medical Record according to Hospital Policies and Procedures. Function as a part of a treatment team. Complete required documentation. Verbally communicate pertinent information to other trainers, nurses, supervisor, etc. Assist supervisor and other staff with special assignments and/or projects.

HOURS: 7:30pm – 8:30am, Sunday, Monday & Tuesday Nights AND 7:30pm – 8:30am, Wednesday, Thursday and Friday Nights.

POSTING # 442

MEDICAL TECHNICIAN III/Certified Nurse’s Aide/Monitoring Assistant
DEPARTMENT: Silver Star Health Network
UNIT: Silver Star Program

QUALIFICATIONS: Graduation from High School or equivalent with one (1) year of full-time related experience providing personal care, home health services or nursing aide services with a frail or elderly population, meet the standardized set of competencies for the specific position description before working independently, and be medically cleared for communicable diseases and have all immunizations up-to-date before engaging in direct participant contact. Certified Nurse’s Aide (C.N.A.) is required. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Must be able to travel using personal vehicle with reimbursement according to center guidelines. Must be effectively able to communicate verbally in English and be able to write legibly, professionally and accurately in English. Ability to speak Spanish is helpful, though not required. Must have a valid Texas drivers’ license, personal auto liability insurance, and be insurable under agency insurance.

RESPONSIBILITIES: Work is performed under general supervision of the Lead C.N.A and immediate supervision of the Silver Star Center Manager and/or Program Director. This includes moderate latitude for the use of initiative and independent judgment. Responsibilities include the following: Provide assistance and attendant care services to PACE participants across care settings. Duties include: Providing support and assistance with activities of daily living, including but not limited to: nursing aide care, restorative therapies, grooming, bathing, dressing, personal hygiene, eating, meal planning and preparation, housekeeping, and teaching independent living skills; providing assistance and support with ambulation and mobility, transportation, self-administration of medication, and performance of tasks delegated by a Licensed Vocational Nurse and/or Registered Nurse that ensures safety and security of participants; providing support for: inclusion in community activities, use of natural supports and community services, social interaction, and participation in leisure activities. Supports may range from total physical assistance (with or without the use of adaptive equipment) to minimal verbal support, depending upon the specific identified needs of each person receiving services. Completes required documentation of services, including service activity logs, service delivery logs, time sheets, mileage logs, incident reports and other related documentation. Employee may be monitored via GPS for mileage confirmation.

Hours: 40 Hours per week, flexible between 7:30am – 5:30pm, Monday through Friday. Flexibility is required in order to meet participant and program needs. Therefore, work is performed in different environments and with different customers, and periodic changes in people served and/or work schedule may be necessary, with minimal notice.
### POSTING #446

**MEDICAL TECHNICIAN III/Medication Adie**  
DEPARTMENT: Behavioral Health Services  
UNIT: Outpatient Clinic  

**QUALIFICATIONS:** Graduation from High School or equivalent with one (1) year of full-time related mental health experience or experience in working in a medical setting or pharmacy is required. Certified as Medication Aide from an accredited college or approved course is also required. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Must be effectively able to communicate verbally in English and be able to write legibly, professionally and accurately in English. Ability to speak Spanish is helpful, though not required. Position requires a valid Texas driver’s license, auto liability insurance, and insurability under Agency insurance.

**RESPONSIBILITIES:** Responsibilities include: Organize, distribute, and manage the 'onsite' medication storage and distribution of the medications of patient's that utilize StarCare’s Pharmacy Benefits Program; Participate in Medication Resource Team goals and ensure that patient’s medication needs are met; Monitor the medication refill line and assist patients with getting their refills; Assist the Outpatient Clinic nurse with pharmacy requests and returning calls related to medication as appropriate; Assist licensed nurse or provider with medication refills and medication consents; Act as a liaison between the Physician and client; Communicate changes and other information to the team members; Complete documentation according to the Outpatient Clinic and Center's policies and procedures; Assist the supervisor and other Center employees with special projects and/or assignments.

Hours: 8:00am – 5:00pm, Monday through Friday, with flexibility to meet clinic & patient needs.  

Reposted 10-15-18

### POSTING #469

**LICENSED VOCATIONAL NURSE**  
DEPARTMENT: Silver Star Health Network  
UNIT: Silver Star Program  

**QUALIFICATIONS:** Must be licensed to practice as a Licensed Vocation Nurse in the State of Texas, with full-time experience as a practicing Licensed Vocational Nurse in a recognized public health agency, hospital or health care facility preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Position requires a valid Texas driver’s license, auto liability insurance, and insurability under Agency insurance.

**RESPONSIBILITIES:** Administers prescribed medications and assists with other aspects of medication management in partnership with the patient and family, per physician’s order and in compliance with regulatory and other agency policies. Ensures compliance with all Silver Star and Agency rules, regulations, policies and procedures, and other applicable standards of care, in order to ensure services are carried out according to guidelines. Provide patient/family information and education in order to promote the patient’s health; Collaborate and participate in the Interdisciplinary Team (IDT), physicians, personal care attendants and other related staff to ensure comprehensive treatment and care of program participants. Completes and submits documentation, including but not limited to, contact notes, SALs, P-1s, Care Plans, and other related documentation following established guidelines in order to meet funding source requirements. Work is performed under the direct supervision of the PACE Agency Director and Clinic RNs. Communicate information to supervisor and other Agency staff members; Assist with special projects or assignments as requested.

Hours: 40 Hours per week, including weekend hours, to be discussed during the interview.  

Posted 08-13-18
POSTING # 472

LICENSED VOCATIONAL NURSE
DEPARTMENT: SilverStar & IDD Services
UNIT: Nursing Services

QUALIFICATIONS: Must be licensed to practice as a Licensed Vocational Nurse in the state of Texas, with full-time experience as a practicing Licensed Vocational Nurse in a recognized public health agency, hospital or health care facility preferred. Experience working with those with Developmental Disabilities is preferred, but not required. Knowledge and skill in operating standard office equipment (phone, fax, copier, etc.) and personal computer with Microsoft Office products is required. Position requires a valid Texas driver’s license, auto liability insurance, and insurability under Agency insurance.

RESPONSIBILITIES: Position requires availability for scheduled tasks and occasional on-call on evenings and weekends. On call tasks will arise on occasion, including but not limited to first doses and focused assessments. Duties will include taking and monitoring vital signs (blood pressure, pulse, and temperature), weight, and blood sugar levels, and assisting with focused assessments exams as scheduled and/or as needed. Administer injections and/or medications or observe self-administration of medications; Assist with maintaining medication regimen by calling in refills and filling medi-sets as needed; Provide urgent physical assessment and first aid and follow-up on incident/injuries; Assess customer health care needs and coordinate and/or refer for hospital/outside care; Accurately inventory and maintain prescribed and over-the-counter medications and keep medical records up to date; Report and take direct instruction from the RN on-call; Collaborate and communicate information with supervisor and other Agency employees; Attend scheduled meetings and trainings; and assist the supervisor or other Agency Staff with special projects or assignments. Ensures compliance with all Agency rules, regulations, policies and procedures, and other applicable standards of care, in order to ensure services are carried out according to guidelines. Provide patient/family information and education in order to promote the patient’s health; Collaborate and participant in the Interdisciplinary Team (IDT), physicians, personal care attendants and other related staff to ensure comprehensive treatment and care of program participants. Complete and submits documentation, including but not limited to, contact notes, Care Plans, and other related documentation following established guidelines in order to meet funding source requirements.

Hours: On-call flexible, including evenings, weekends, and holidays. 

SALARY: $18.00 - $20.00 Hourly (Commensurate with Experience)

POSTING # 473

MAINTENANCE MECHANIC/PAINTER
DEPARTMENT: Administrative Operations
UNIT: Maintenance/Plant Operations

QUALIFICATIONS: High School Education or equivalent, plus three (3) years of experience in designated trade (painter) or licensed journeyman and in the operation and maintenance of electrical and mechanical equipment. Working knowledge of operation and safe use of all power and hand tools/equipment common to the painting field is necessary. Knowledge and skill in operating standard office equipment (phone, fax, copier, etc.) and personal computer with Microsoft Office products is required. Must have current Texas driver’s license and be insurable under Center insurance.

RESPONSIBILITIES: Work is performed under the general supervision of the Plant Operations Manager with moderate latitude for the use of initiative and independent judgment. The Maintenance Mechanic/painter will function as a support staff member in the Plant Operations Unit, and maintain a supportive attitude and work in harmony with staff and clients in providing quality care for people served in the StarCare Specialty Health System. Responsibilities: Safely performs skills of the painting field including: methods, practices, materials, surface preparation, and proper mixing and matching of all types of paints, varnishes, shellacs, lacquers, wood stains and other finishes. Communicate information to supervisor and other employees. Complete all required documentation; and assist the supervisor or other Center Staff with special projects or assignments. Position will support building security and fill in providing support to the Plant Operations functions throughout StarCare Specialty Health System. Position will share on-call duties on rotating basis with other Maintenance employees.

Hours: 8:00am – 5:00pm, Monday – Friday, with on-call duties shared with other maintenance staff. 

SALARY: $1139.54 Bi-Weekly

Posted 08-06-18

Posted 07-30-18
POSTING # 475

MAINTENANCE MECHANIC - Silver Star
DEPARTMENT: Administrative Operations
UNIT: Maintenance/Plant Operations

QUALIFICATIONS: High School Education or equivalent, plus three (3) years’ experience in maintenance and repair of buildings and in the operation and maintenance of electrical and mechanical equipment, preferably in a hospital setting. Experience in plumbing is also preferred. Knowledge and skill in operating standard office equipment (phone, fax, copier, etc.) and personal computer with Microsoft Office products is required. Must have current Texas driver’s license and be insurable under Center insurance.

RESPONSIBILITIES: Responsibilities include development and maintenance of the Facility preventive maintenance program, general building repair and maintenance for the Silver Star (PACE) facility. Perform and complete physical plant(s) and minor vehicle maintenance tasks using appropriate tools and/or equipment for assigned buildings, grounds, and other related work areas. Performs preventative maintenance on equipment following appropriate PM schedule. Perform routine Life Safety Code inspections and assist with plans of corrections on assigned facilities. Travel to all Center locations as requested, using a Center vehicle and/or personal vehicle, is required. Communicate information to supervisor and other employees. Complete all required documentation; and assist the supervisor or other Center Staff with special projects or assignments. Position will support building security and fill in providing support to the Plant Operations functions throughout StarCare. Position will share on-call duties on rotating basis with other Maintenance employees.

Hours: 8:00am – 5:00pm, Monday through Friday and will share on-call on rotating basis. Posted 07-30-18

POSTING # 505

NURSE PRACTITIONER OR PHYSICIAN ASSISTANT
DEPARTMENT: Behavioral Health Services
UNIT: Outpatient Clinic/Primary Care Provider

QUALIFICATIONS: Recognized as an Advanced Practice Registered Nurse (APRN) by the Texas Board of Nursing and licensed to practice nursing in Texas. Current certification by the American Nurses Credentialing Center as a Family Nurse Practitioner (FNP-BC). Or is licensed as a Physician Assistant and certified to provide primary care services. At least two years of experience in an interdisciplinary setting providing primary care to adults and children with a variety of chronic health conditions. At least one year of experience providing care for people with mental illness preferred. Must meet the standardized set of competencies for the specific position description before working independently and be medically cleared for communicable diseases as well as have all immunizations up-to-date before engaging in direct participant contact. Knowledge and skill in operating office equipment (phone, fax machine, copier, printer, etc.) and personal computer with Microsoft Office products is required. Must have a valid Texas driver’s license and be insurable under Center insurance.

RESPONSIBILITIES: Work is performed under minimal supervision of Sunrise Canyon Outpatient Clinic Administrator and/or StarCare Chief Medical Officer with broad latitude for the use of initiative and independent judgment in collaboration with individual's supervising physician. Providing primary care as a part of a health care team in a clinic setting at the Sunrise Canyon Clinic. Evaluate physical complaints and provides appropriate treatment and/or prescription services to patients in need physical health care; complete mental health status exams and providing patient education and/or medication counseling within the scope of credentials; communicating information to direct care providers, nursing staff, program coordinator, and other necessary individuals; poses a comfort level for providing ongoing care for individual's with psychiatric needs who have reached stability in the psychiatric clinic and/or care for those that do not meet eligibility for StarCare’s Outpatient Psychiatric Services; provide education and/or counseling for patients and families; Complete all required documentation within established timelines; assist with special projects and/or assignments.

Hours: This is an EXEMPT position; Normal work hours are 8:00am – 5:00pm, Monday – Friday, with flexibility and additional hours as needed to support clinic operations. Posted 09-24-18
### POSTING # 536

**PROGRAM SPECIALIST I/HIV-AA Quality & Compliance Coordinator**  
**DEPARTMENT:** Network Management  
**UNIT:** HIV-AA Ryan White Grant

**QUALIFICATIONS:** Bachelor’s degree from an accredited college or university and with at least one (1) year of full-time related program monitoring experience is required. Experience with State and local level contracts and developing is desired. Knowledge and skill in operating standard office equipment (phone, fax, copier, etc.) and personal computer with Microsoft office products is required. Ability to travel locally and statewide, including occasional day and overnight trips to Austin, El Paso, Amarillo and Midland/Odessa is required. Candidate must have a valid Texas driver’s license, liability car insurance and be insurable under the Agency insurance.

**RESPONSIBILITIES:** Work is performed under the general supervision of the HIV Administrative Agency Program Supervisor with broad latitude for the use of initiative and independent judgment. Responsibilities include: Understanding, interpreting, and disseminating basic knowledge of HIV/STD diseases and treatment; Coordinate the activities of Quality Management Committee; Create and implement Quality Management Plan; Create and conduct satisfaction surveys for Clients and Providers; Create Standards of Care for the HIV Administrative Service Area and monitor the services and QM activities of the Providers; coordinating compliance with federal, state, and local policies at all levels; serving as primary point of contact for Case Managers; acting as liaison between Case Managers and DSHS to facilitate information flow and address questions and concerns. Participates in meetings, serves on committees, and assist with other work related events. Communicates, verbally and/or in writing, to the group members and DSHS; complete all required documentation within established time frames and assist with special projects and assignments. Serves as the primary Network Management Division contact for DSHS HIV service providers in relation to quality management and compliance. Provides technical assistance and support to the DSHS HIV providers.

**SALARY:** $1217.54 - $1299.69 Bi-Weekly  
(Commensurate with Education and Experience)

**Hours:** 8:00am-5:00pm, Monday through Friday, with flexibility to meet program needs.

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### POSTING # 603

**PROGRAM SPECIALIST VI/Director of Child & Adolescent Services**  
**DEPARTMENT:** Behavioral Health Services  
**UNIT:** C&A Services

**QUALIFICATIONS:** Master’s Degree in a Human Service related field with applicable licensure to include: Licensed Professional Counselor (LPC), Licensed Marriage and Family Therapist (LMFT), or Licensed Master of Social Worker-Advanced Clinical Practitioner (LMSW-ACP) and one (1) year of full-time experience in a related field. Bilingual (English/Spanish) is preferred. Will consider LPC-Intern with applicable experience. Proven skills and ability to communicate effectively, both orally and in writing. Ability to maintain effective working relationships with other employees and the public. Local travel, using personal vehicle, with mileage reimbursement is required. Use of personal cell phone, with monthly stipend processed with payroll, to return calls and text messages. Must have current Texas driver’s license, auto liability insurance and be insurable under Center insurance.

**RESPONSIBILITIES:** Develop, direct and oversee the development and management of Children and Adolescent Services and is responsible for providing leadership and overall management necessary to support program operations. Develop and monitor budgets; manage contract and program performance and fiscal and workload data; ensures compliance with Center policies and procedures, DSHS rules, and other regulatory bodies. Supervise assigned employees including but not limited to recruiting, recommendations for hiring, training, disciplining, and evaluating performance; ensures a positive working environment with continuous quality evaluation and improvement. Communicate information to supervisor and other Center staff; and assist with special projects as needed or as requested. Position Types/Titles Supervised include: C&A Case Managers and Support Staff.

**SALARY:** $2076.96 - $2307.69 Bi-Weekly  
(Commensurate with Education & Licensee)

**Hours:** This is an EXEMPT position; Normal work hours from 8:00am – 5:00pm, Monday through Friday, with flexibility & additional hours as needed to meet program needs

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**Revised 10-29-18**

**Posted 10-29-18**
### POSTING # 669

**REGISTERED NURSE IV/SRC Charge Nurse-Nights**

**SALARY:** $2262.04 - $2745.89 Bi-Weekly  
**EPARTMENT:** Behavioral Health Services  
**UNIT:** Sunrise Canyon Hospital  
**QUALIFICATIONS:** Graduation from an accredited school of nursing and currently licensed by the Texas Board Nursing as a Registered Nurse (BSN preferred). Experience as a practicing registered nurse in a public health agency, hospital or health care facility, is preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and be insurable under Agency insurance.  

**RESPONSIBILITIES:** Provide on-site oversight and coordination of all on-duty nursing services and Mental Health Specialist personnel during assigned shifts. Provide consultation and clinical expertise to the program and ensure nursing issues are communicated to the Psychiatrist and Director. Provide leadership, management and clinical duties as needed. Act as the point of contact and resource to internal and external customers for after-hours consultation and coordination of nursing activities. Responsible for maintaining nursing standards in accordance with applicable rules and regulations, agency’s policies and procedures, and standards. These procedures include: Initiation and follow through on personnel issues; completion of patient ‘rounds” as a minimum at the beginning and ending of each shift; assure accuracy and completion of Narcotic Med count, equipment/supply checklists, etc.; Reviewing new patient orders given during the shift for any necessary follow-up action; and coordination of completion of daily reports. Complete required documentation and assist supervisor and other staff with special assignments and/or projects.  

**Hours:** This is an EXEMPT position. Normal work hours of 7:30pm – 8:30am, on Wednesday, Thursday & Friday nights.  

**Posted 09-26-18**

### POSTING # 679

**REGISTERED NURSE IV/Charge Nurse-Nights**

**SALARY:** $2262.04 - $2745.89 Bi-Weekly  
**EPARTMENT:** Behavioral Health Services  
**UNIT:** 23-Hours Psychiatric Crisis Unit  
**QUALIFICATIONS:** Graduation from an accredited school of nursing and currently licensed by the Texas Board Nursing as a Registered Nurse (BSN preferred). Experience as a practicing registered nurse in a public health agency, hospital or health care facility, is preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and be insurable under Agency insurance.  

**RESPONSIBILITIES:** Provide on-site oversight and coordination of all on-duty nursing services and Mental Health Specialist personnel during assigned shifts. Provide consultation and clinical expertise to the program and ensure nursing issues are communicated to the Psychiatrist and Director. Provide leadership, management and clinical duties as needed. Act as the point of contact and resource to internal and external customers for after-hours consultation and coordination of nursing activities. Responsible for maintaining nursing standards in accordance with applicable rules and regulations, agency’s policies and procedures, and standards. These procedures include: Initiation and follow through on personnel issues; completion of patient ‘rounds” as a minimum at the beginning and ending of each shift; assure accuracy and completion of Narcotic Med count, equipment/supply checklists, etc.; Reviewing new patient orders given during the shift for any necessary follow-up action; and coordination of completion of daily reports. Complete required documentation and assist supervisor and other staff with special assignments and/or projects.  

**Hours:** This is an EXEMPT position with normal work hours of 8:00pm – 8:00am, on Wednesday, Thursday & Friday nights.  

**Posted 09-26-18**
POSTING # 681

REGISTERED NURSE IV/Staff Nurse Saturday Nights
DEPARTMENT: Behavioral Health Services
UNIT: Crisis Observation Unit
SALARY: $22.66 - $28.71 Hourly

QUALIFICATIONS: Graduation from an accredited school of nursing and currently licensed by the Texas Board of Nurse Examiners. (BSN preferred). Experience as a practicing registered nurse in a public health agency, hospital or health care facility is preferred and psychiatric nursing experience is also preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and insurability under Agency insurance.

RESPONSIBILITIES: Work as a member of the 23 hours Crisis Observation Unit and is responsible for the satisfactory completion of nursing psychiatric care on the inpatient and/or crisis unit, in accordance with the Nurse Practice Act, Agency, 1 and EOU policies, procedures and standards. Manage and provide patient care activities for patients through the application of independent judgement, communication and collaboration with all team members, including ancillary and support services. The role of the RN at the Observation Unit encompasses leadership, partnership, collaboration and possible supervision. Psychiatric Nurses provide diagnostic, treatment, crisis intervention, administer medication, provide community education and work in interdisciplinary behavioral health teams. Monitor patient progress and prepare patient for discharge utilizing established clinical pathways. RN reports directly to the unit Charge Nurse and participates in shared decision making activities. Maintain nursing standards. Observe, assess, plan, intervene and evaluate outcomes and document all aspects of patient care. Communicate and collaborate with other staff. Complete required documentation and assist supervisor and other staff with special assignments and/or projects.

Hours: Permanent /Saturday 7:30pm – 8:30am

POSTING # 683

REGISTERED NURSE IV/Staff Nurse On-call
DEPARTMENT: Behavioral Health Services
UNIT: SRC or Crisis Observation Unit
SALARY: $22.66 - $28.71 Hourly

QUALIFICATIONS: Graduation from an accredited school of nursing and currently licensed by the Texas Board of Nurse Examiners. (BSN preferred). Experience as a practicing registered nurse in a public health agency, hospital or health care facility is preferred and psychiatric nursing experience is also preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and insurability under Agency insurance.

RESPONSIBILITIES: Work as a member of the Sunrise Canyon Hospital or 23 hours Crisis Observation Unit (EOU) and is responsible for the satisfactory completion of nursing psychiatric care on the inpatient and/or crisis unit, in accordance with the Nurse Practice Act, Agency, 1 and EOU policies, procedures and standards. Manage and provide patient care activities for patients through the application of independent judgement, communication and collaboration with all team members, including ancillary and support services. Maintain nursing standards in accordance with the Nurse Practice Act, Agency and Hospital/EOU policies, procedures and standards. Observe, assess, plan, intervene and evaluate outcomes and document all aspects of patient care. Demonstrate leadership skills in the supervision, education and direction of subordinate staff. Communicate and collaborate with other shift RNs to ensure continuity of care. Nurses will help and assist patients meet their personal goals and ensure treatment is received with dignity and respect. Complete required documentation and assist supervisor and other staff with special assignments and/or projects.

Hours: On-Call hours, either 7:30 am – 8:30pm OR 7:30pm – 8:30am All Days of the Week

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10-29-2018
POSTING # 691

REGISTERED NURSE IV/Staff Nurse-Days  
EPARTMENT: Behavioral Health Services  
UNIT: Sunrise Canyon Hospital  

QUALIFICATIONS: Gradient from an accredited school of nursing and currently licensed by the Texas Board of Nurse Examiners. (BSN preferred). Experience as a practicing registered nurse in a public health agency, hospital or health care facility is preferred and psychiatric nursing experience is also preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and insurability under Agency insurance.

RESPONSIBILITIES: Maintain nursing standards in accordance with the Nurse Practice Act, Agency and Hospital policies, procedures and standards. Observe, assess, plan, intervene and evaluate outcomes and document all aspects of patient care. Demonstrate leadership skills in the supervision, education and direction of subordinate staff. Communicate and collaborate with other shift RNs to ensure 24-hour continuity of care. Nurses will help and assist patients meet their personal goals and ensure treatment is received with dignity and respect. Complete required documentation and assist supervisor and other staff with special assignments and/or projects.

Hours: This is an EXEMPT position; normal work hours of 7:30am – 8:30pm, on Wednesday Thursday & Friday.  
Posted 10-22-18

POSTING # 693

REGISTERED NURSE IV/Staff Med Nurse-Nights  
EPARTMENT: Behavioral Health Services  
UNIT: Sunrise Canyon Hospital  

QUALIFICATIONS: Gradient from an accredited school of nursing and currently licensed by the Texas Board of Nurse Examiners. (BSN preferred). Experience as a practicing registered nurse in a public health agency, hospital or health care facility is preferred and psychiatric nursing experience is also preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and insurability under Agency insurance.

RESPONSIBILITIES: Maintain nursing standards in accordance with the Nurse Practice Act, Agency and Hospital policies, procedures and standards. Observe, assess, plan, intervene and evaluate outcomes and document all aspects of patient care. Demonstrate leadership skills in the supervision, education and direction of subordinate staff. Communicate and collaborate with other shift RNs to ensure 24-hour continuity of care. Nurses will help and assist patients meet their personal goals and ensure treatment is received with dignity and respect. Complete required documentation and assist supervisor and other staff with special assignments and/or projects.

Hours: This is an EXEMPT position, 7:30pm – 8:30am, on Wednesday, Thursday & Friday nights, with additional hours as needed to support hospital operations.  
Revised 10-08-18
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<th>POSTING # 695</th>
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<td><strong>REGISTERED NURSE IV/Charge Nurse Saturday Nights</strong></td>
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<td><strong>DEPARTMENT:</strong> Behavioral Health Services</td>
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<td><strong>UNIT:</strong> 23 Hour Crisis Unit</td>
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**QUALIFICATIONS:** Graduation from an accredited school of nursing and currently licensed by the Texas Board of Nurse Examiners. (BSN preferred). Experience as a practicing registered nurse in a public health agency, hospital or health care facility is preferred and psychiatric nursing experience is also preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and insurability under Agency insurance.

**RESPONSIBILITIES:** Work as a member of the Sunrise Canyon Inpatient and 23 hours Crisis Observation Unit and is responsible for the satisfactory completion of nursing psychiatric care on the inpatient and/or crisis unit, in accordance with the Nurse Practice Act, Agency, Hospital and EOU policies, procedures and standards. Manage and provide patient care activities for a group of patients through the application of independent judgement, communication and collaboration with all team members, including ancillary and support services. The role of the RN at the Observation Unit encompasses leadership, partnership, collaboration and possible supervision. Psychiatric Nurses provide diagnostic, treatment, crisis intervention, administer medication, provide community education and work in interdisciplinary behavioral health teams. Monitor patient progress and prepare patient for discharge utilizing established clinical pathways. RN reports directly to the unit Charge Nurse and participates in shared decision making activities. Maintain nursing standards. Observe, assess, plan, intervene and evaluate outcomes and document all aspects of patient care. Communicate and collaborate with other staff. Complete required documentation and assist supervisor and other staff with special assignments and/or projects.

**Hours:** Permanent, Saturday Nights 7:30pm - 8:30am

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<th>POSTING # 731</th>
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**QUALIFICATIONS:** Graduation from an accredited school of nursing and currently licensed by the Texas Board Nursing as a Registered Nurse (BSN preferred). Experience as a practicing registered nurse in a public health agency, hospital or health care facility, is preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and be insurable under Agency insurance.

**RESPONSIBILITIES:** Provide psychiatric nursing services and care to patients admitted into the 23-hour Crisis Observation Unit. Manage and provide patient care activities for a group of patients through the application of independent judgment, communication and collaboration with team members, including ancillary services. Provide leadership, collaboration and possible supervision. Provide diagnosis, treatment, crisis intervention, administer medications, provide community education and work in interdisciplinary behavioral health teams. Monitor patient progress and prepare patient for discharge using established clinical pathways. Position reports directly to Charge Nurse and participates in shared decision making activities. Complete required documentation and assist supervisor and other staff with special assignments and/or projects.

**Hours:** This is an EXEMPT position with normal work hours of 7:30am – 8:30pm, on Wednesday, Thursday & Friday.
PROGRAM SPECIALIST I/Transportation Supervisor

DEPARTMENT: Silver Star Health Network
UNIT: Silver Star Transportation

QUALIFICATIONS: Graduation from an accredited four (4) year college or university, with major course work in a related field and two (2) years full-time related experience. Supervisory experience is preferred. Must have at least one year experience with a frail or elderly population, meet the standardized set of competencies for the specific position description before working independently, and be medically cleared for communicable diseases and have all immunizations up-to-date before engaging in direct participant contact. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Must be effectively able to communicate verbally in English and be able to write legibly, professionally and accurately in English. Ability to speak Spanish is helpful, though not required. Must have a current Texas driver’s license and liability car insurance and be insurable under agency insurance (acceptable driving record). Use of personal cell phone, with monthly phone stipend processed with payroll, to return phone calls and text messages.

RESPONSIBILITIES: Supervising assigned employees, including but not limited to: recruitment, hiring, training, delegation of tasks, administration of discipline and providing evaluations as per established guidelines; Developing, implementing, overseeing and providing necessary supports to the program to ensure appropriate, authorized services are provided in a safe, therapeutic manner; Develop transportation routes and schedule transportation for PACE participants, including establishing most cost-effective, transportation routes for pick-up and delivery of participants; Monitoring program vehicles to ensure proper operation and care of vehicles, inspection, registration, preventative maintenance, proper record keeping, etc. in compliance with vehicle maintenance schedules and Center protocols; Completing required documentation of services, including but not limited to: service activity logs, transportation logs, mileage logs, incident reports, time sheets, annual direct-service reports, other related documentation; Communicating, verbally and/or in writing to others (including direct care providers, nursing staff, program director(s), the person(s) served, their family members, etc.) pertinent information to ensure the success of the person served; and assist supervisor and other agency staff with special projects and/or assignments as needed or requested. Collaborate, participate and communicate with Interdisciplinary Team (IDT), physicians, personal care attendants and other related staff; Participate in discipline specific activities such, QI audits, orientation of personnel, continuing education, etc.

Hours: This is an EXEMPT position; normal work hours from 8:00am – 5:00pm, Monday through Friday, with flexibility & additional hours as needed to meet program needs.

SALARY: $1257.69 Bi-Weekly

Posted 10-30-18