



**LUBBOCK REGIONAL MENTAL HEALTH/MENTAL RETARDATION CENTER
904 AVENUE O LUBBOCK, TEXAS 79401
EMPLOYMENT OPPORTUNITIES**

January 30, 2012

Personnel Office (806) 766-0212

Visit our Web Site @ www.LubbockMHMR.org

EMAIL: hr@LubbockMHMR.org

Vacancies listed below are required to remain vacant for five (5) working days from date of posting. Applications are accepted Monday through Friday from 8:00 a.m. through 5:00 p.m., including the noon hour, in the Personnel Office. **Resumes are welcome -- but will not be accepted in lieu of a completed application.**

As per the Immigration Reform and Control Act of 1986 (5.1200), all applicants are required to provide documents that provide proof of employment authorization and identity (i.e., Social Security card, birth certificate, etc.) prior to employment. Alternate documents may be accepted as per regulation. Proof of education such as GED certificate, high school diploma or transcript, and/or College transcript or diploma must be provided. Proof of licensure for those positions requiring a license is also required. A valid driver's license and proof of auto liability insurance must also be provided when completing an application. **Beginning March 1, 2011, all new employees are required to direct deposit payroll checks.**

It is the policy of Lubbock Regional MHMR Center that all applicants selected for employment will have a criminal background check to determine suitability for employment. Convictions related to sexual offenses, drug related offenses; murder, theft, assault, battery or any other crime involving personal injury or threat to another person may be considered a contraindication for employment at the Center. Falsification of an application for employment is grounds for dismissal, if employed.

The Lubbock Regional MHMR Center is an equal opportunity employer and has a commitment to the principle of diversity. We welcome applications from all individuals. Women, minorities, and person with disabilities are encouraged to apply. All positions require a period of orientation and training, which is a condition of employment, and selected applicants must be available to attend all sessions of the training at the scheduled times.

The Lubbock Regional MHMR Center is committed to maintaining a drug free and productive working environment for all employees, and ensuring the safe and efficient delivery of services to those individuals served by the Center. As a condition of employment all new and rehired employees and those individuals with whom the Center contracts to provide residential services will be required to undergo pre-employment controlled substance testing.

This bulletin supersedes any previous listings that have circulated. However, some positions have already met the minimum posting requirements and are being held open on a day-to-day basis. Posted salaries reflect the base salary for the respective classification and pay above the base level may be subject to negotiation relative to experience and qualifications.

CURRENT POSITIONS: (See attached for further information)

Human Services Technician IV/Residential Trainer - Intellectual & Developmental Disabilities (full-time position) **(INTERNAL TO IDD ONLY)**

Human Services Technician IV/Community Support Trainer – Intellectual & Developmental Disabilities Services (hourly positions)

Human Services Technician IV/Certified Nurse's Aide – La Paloma/PACE (full-time position)

Human Services Technician IV/Mental Health Specialist – Behavioral Health Services (Full-time/Days) – **(INTERNAL TO SRC ONLY)**

Registered Nurse IV/Staff Nurse - Sunrise Canyon Hospital – Behavioral Health Services (full-time/nights)

Registered Nurse IV/Charge Nurse – Sunrise Canyon Hospital (full-time/day shift)

Psychiatrist IV – Sunrise Canyon Hospital – Mental Health Services (full-time position)

Associate Psychologist V/Psychosocial Evaluator – Network Management (full-time position)

Program Specialist I/Grants, Planning & Evaluation Coordinator – Network Management (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. Please inquire regarding availability before completing an application. It is the Center's policy to interview only those applicants who meet the minimum requirements of the job or those whom the agency determines to be the best qualified. EEO

INTERNAL TO IDD ONLY

HUMAN SERVICES TECHNICIAN IV/Residential Trainer

SALARY: \$1564.00 Monthly

DEPARTMENT: INTELLECTUAL & DEVELOPMENTAL DISABILITIES SERVICES

UNIT: ALU

QUALIFICATIONS: Educational competency of at least eighth grade (Educational competency testing is required and is administered by WorkSource of the South Plains for those without a high school diploma or GED) and three written personal references. High school graduation or GED and related experience are preferred. Some positions/shifts will require local travel using LRMHMR vehicles and/or personal vehicle with mileage reimbursement 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. Positions that require driving require a valid Texas driver's license, auto liability insurance, and insurability under Center 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. Assists people with eating, ranging from total assistance to monitoring and teaching appropriate table manners and how to order food in a restaurant. Monitors or assists people with the taking of medications. Performs 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.

Hours: 12:00am (midnight) - 8:00am, Sunday thru Thursday

Posted 01-31-12

POSTING # 291

HUMAN SERVICES TECHNICIAN IV/Community Support Trainer

SALARY: \$9.02 Hourly

DEPARTMENT: INTELLECTUAL & DEVELOPMENTAL DISABILITIES SERVICES

UNIT: Community Support

QUALIFICATIONS: Educational competency of at least eighth grade (Educational competency testing is required and is administered by Texas WorkSource of the South Plains for those without a high school diploma or GED) and three written personal references. High school graduation or GED and related experience are preferred. Travel is required using LRMHMR vehicles and/or personal vehicle, with reimbursement for personal vehicle use. Must be able to speak English and write legibly and accurately in English (same skills in Spanish preferred but not required). Must be able to attend required training and work assigned schedule. Flexibility in work schedule may be required in order to meet customer and program needs. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc) and personal computer with Microsoft Office products is required. Must have a valid Texas driver's license, auto liability insurance, and be insurable under Center insurance.

RESPONSIBILITIES: Providing assistance in personal hygiene tasks; providing physical assistance such as lifting people; assisting people with eating; monitoring and/or assisting people while setting up and/or taking their medications; assisting, training and/or performing housekeeping duties; providing training and support in a variety of areas, including socialization skills, recreational activities, shopping, community events; providing assistance and support necessary, when authorized by the consumer's program plan, for the consumer to locate and maintain paid employment; participating in the development and implementation of a consumer's person-directed plan (PDP); communicating, verbally and/or in writing, to others (including other direct care providers, nursing staff, the program coordinator, the person served, their families, etc.) pertinent information; completing and submitting documentation. Work is performed under general supervision of the Program Coordinator, with moderate latitude for the use of initiative and independent judgment.

Hours: Must be able to work between the hours of 3:00pm – 8:00pm Monday thru Friday, with flexibility to meet consumer needs.

Posted 01-23-12

POSTING # 273

HUMAN SERVICES TECHNICIAN IV/Certified Nursing Aide
DEPARTMENT: La Paloma
UNIT: PACE Program

SALARY: \$1721.00 Monthly

QUALIFICATIONS: Graduation from High School or equivalent, Nurse's aide certification from the State of Texas is required, with one (1) year of full-time related experience providing personal care, home health services or nursing aide services is required. Must have at least one (1) 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 able to drive locally using LRMHMR vehicle and/or using personal vehicle with reimbursement according to Center guidelines. Flexibility is required in order to meet participant and program needs. Therefore, work will be performed in different environments and with different customers, and periodic changes in people served and/or work schedule may be necessary, with minimal notice. 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.

RESPONSIBILITIES: 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 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. Work is performed under general supervision of the PACE Center Manager with moderate latitude for the use of initiative and independent judgment. Completes required documentation of services, including service activity logs, service delivery logs, time sheets, mileage logs, incident reports and other related documentation, and assist supervisor and other Center staff with special assignments and/or projects.

Hours: 40 hours per week, between 7:30am – 5:30pm, Monday-Friday.

Posted 01-30-12

INTERNAL TO SRC ONLY

HUMAN SERVICES TECHNICIAN IV/Mental Health Specialist
DEPARTMENT: BEHAVIORAL HEALTH SERVICES
UNIT: Sunrise Canyon Hospital

SALARY: \$1721.00 monthly

QUALIFICATIONS: Educational competency of at least eighth grade (Educational competency testing is required and is administered by WorkSource of the South Plains for those without a high school diploma or GED) and three written personal references. High school graduation or GED and related experience are preferred. I (Certified Nurse's Aide) is preferred. Some positions may require local travel using LRMHMR vehicles and/or personal vehicle with mileage reimbursement according to Center guidelines 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. Positions that require driving require a valid Texas driver's license, auto liability insurance, and insurability under Center 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.

HOURS: 12 hour shift, days from 8:00am – 8:00pm, rotating schedule

Posted 01-30-12

POSTING # 406

REGISTERED NURSE IV/Staff Nurse (Full-time)
DEPARTMENT: BEHAVIORAL HEALTH SERVICES
UNIT: Sunrise Canyon Hospital

SALARY: \$3845.00 - \$4681.00 Monthly
(Commensurate with Education & Experience)

QUALIFICATIONS: Graduation from an accredited school of nursing and currently licensed in the state of Texas by the Board of Nurse Examiners, as a Registered Nurse (BSN preferred) Two (2) years of full-time experience as a practicing registered nurse in a public health agency, hospital or health care facility, with psychiatric nursing experience preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Must have current Texas driver's license and be insurable under Center's insurance.

RESPONSIBILITIES: Maintain nursing standards in accordance with the Nurse Practice Act, Center 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 Center staff with special assignments and/or projects.

Hours: Night Shift, 8:00pm – 8:00am, Rotating Schedule.

Revised 12-09-11

POSTING # 403

REGISTERED NURSE IV/Charge Nurse
DEPARTMENT: BEHAVIORAL HEALTH SERVICES
UNIT: Sunrise Canyon Hospital

SALARY: \$3905.00 - \$4608.00 Monthly
(Commensurate with Education & Experience)

QUALIFICATIONS: Graduation from an accredited school of nursing and currently licensed in the state of Texas by the Board of Nurse Examiners, as a Registered Nurse, plus two (2) years (four (4) years preferred) of full-time experience as a practicing registered nurse in a recognized public health agency, hospital or health care facility; OR, Bachelors degree from an accredited college or university and currently licensed in the State of Texas by the Board of Nurse Examiners as a Registered Nurse, plus one (1) year (two (2) years preferred) of full-time experience as a practicing registered nurse in a recognized public health agency, hospital or health care facility. Psychiatric nursing experience preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc) and personal computer with Microsoft Office products is required. Must have current Texas driver's license and be insurable under Center's insurance.

RESPONSIBILITIES: Provides on site, hospital-wide coordination of on-duty nursing personnel during their assigned shift. Provides consultation and clinical expertise to the program. Ensures that nursing issues are communicated to the DON Nurse Manager and/or Hospital Administrator. As a representative of the DON and Nurse Manager, Charge RN provides leadership, management and clinical duties as needed. Acts as a point of contact and resource to internal and external customers for after-hours consultation and coordination of hospital-wide nursing activities. As a member of the Treatment Team, participates in nursing policy decision-making. Is responsible for maintaining nursing standards in accordance with applicable rules and regulations and the Center's policies, procedures, and standards. These procedures include: 1) Initiation and follow through on personnel issues; 2) Completion of patient "rounds" at least at the beginning and ending of each shift; 3) Assuring the accuracy and completion of the Narcotic Count, equipment/supply checklists, etc; 4) Oversight of the other primary care team in the absence of an RN for that team; 5) Reviewing new orders given during the shift for any necessary follow-up action; 6) Coordinating the completion of daily reports; 7) Assessing staff coverage of current and upcoming shift and initiating any corrective actions. Work schedule is set 12-hour shifts, with some flexibility to ensure adequate nursing coverage on the unit. Directs and supervises the work of Staff RNs and Mental Health Specialists. Work is performed under the general supervision of the Nurse Manager and/or Director of Nursing (DON), in coordination with SRC Hospital Administrator, with broad latitude for the use of initiative and independent judgment. Completes required documentation; assist supervisor and other Center staff with special assignments and/or projects.

Hours: Day Shift, 8:00am – 8:00pm, Rotating Schedule.

Posted 12-06-11

POSTING # 386

PSYCHIATRIST IV
DEPARTMENT: BEHAVIORAL HEALTH SERVICES
UNIT: Sunrise Canyon Hospital

SALARY: \$160,000 - \$180,000 Annually
(Commensurate with Experience)

QUALIFICATIONS: Degreed as a medical doctor and licensed to practice medicine in the State of Texas and Board Certified or eligible in Psychiatry. Knowledge and skill in operating standard office equipment, i.e., phone fax machine, copier, pager, etc., and personal computer, with Microsoft Office products is also required. Must have current Texas driver's license and be insurable under Center insurance.

RESPONSIBILITIES: Provide psychiatric and related medical services in the Behavioral Health Outpatient Clinic and Sunrise Canyon Hospital inpatient unit. Working within expected clinical parameters and licensure and within expected Center productivity measures. Provide services that support organizational values, quality improvement initiatives, and outcome measures. Monitoring outcome measures as identified through Quality improvement activities to assure licensure and accreditation standards are met. Developing and implementing policy and procedures as required to provide safe and effective medical care. Promoting positive working relationships within the organization and the community. Participate in hospital and/or Center committees as assigned or appointed. Conduct medical primary care. Conduct psychiatric examinations, diagnosing mental abnormalities, prescribing courses of treatment, evaluating patient or client progress, conducts psychiatric treatment; directs the work of other treatment staff; participates in the development of interdisciplinary treatment plans. Work is performed under minimal supervision of the Center's Medical Director with broad latitude for the use of initiative and independent judgment. Completes required documentation; Communicate information to supervisor and other Center staff members; and assist the Supervisor and other Center staff members with special projects and/or assignments.

Hours: Flexible – To be discussed during interview.

Posted: 12-05-11

POSTING #169

ASSOCIATE PSYCHOLOGIST V/Psychosocial Evaluator
DEPARTMENT: NETWORK MANAGEMENT
UNIT: Intake & Assessment

SALARY: \$3518.00 Monthly

QUALIFICATIONS: Master's degree in human services field (psychology, sociology, family studies, etc), with applicable license (LPC, LCSW, LMFT). One (1) year full-time experience in the field of Mental Health, Bilingual (English/Spanish) skills, and knowledge of Mental Health Rehabilitative Services is preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, printer, pager etc) and personal computer with Microsoft Office products is required. Must have current Texas driver's license and be insurable under Center insurance.

RESPONSIBILITIES: This position has a primary responsibility of the Utilization Review and Medical Necessity approval of Provider Rehabilitative services. This individual is responsible for the coordination and review processes related to Rehabilitative Services Treatment plans. Occasional assistance monitoring the SHAM dollars for State Hospitalizations will be required. This individual also Determines eligibility for services within the Lubbock Regional MHMR Center network of services. Provides occasional assessments (within the 5 county service delivery area) for services for children, adolescents, and adults, including TCOOMMI, Nursing Homes (OBRA), and possibly the Lubbock jail, to include preliminary diagnosis, determination of service package and global assessment of functioning (GAF), referral to community resources, linking to appropriate Center services, and coordination of services with internal Psychiatric Clinic. Referral of customers to community services and resources. At times will provide telephone or face-to-face screening to determine if caller meets State Health Services definition of target population. Provide back up for Triage function. Work is performed under minimal supervision of the Director of Authorization and Resource Management, with extensive latitude for the use of initiative and independent judgment. Attend meetings, training, staffings, etc. Assist supervisor and other Center staff with special projects and/or assignments.

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

Posted 12-12-11

POSTING # 267

PROGRAM SPECIALIST I/Grants, Planning & Evaluation
DEPARTMENT: NETWORK MANAGEMENT
UNIT: Contracts Management

SALARY: \$2911.00 Monthly

QUALIFICATIONS: Graduation from an accredited four (4) year college or university in a related field. Two (2) years of related experience in grant writing and program development preferred. Candidate must have excellent written and verbal communication skills, be proficient in research, interpreting and analyzing diverse data and possess the ability to work collaboratively and independently to achieve goals. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Must have current Texas driver's license and be insurable under Center insurance.

RESPONSIBILITIES: Specific responsibilities related to grant applications include, but are not limited to: performance of responsible professional and administrative work in researching, identifying, developing and responding to government and private funding opportunities; generates proposals and supporting documents in response to solicitations, generates revenues for agency programs and services through timely submission of well-researched and well-written proposals; serves as liaison for program staff and all funding agencies or organizations; identifies funding opportunities and new program areas to match Center priorities; distributes contract information and assures provider knowledge and compliance with contract requirements; provides evaluation reports and recommended action to the Director and provides technical assistance and support to providers. **Specific responsibilities related to local planning include, but are not limited to:** Coordinate local planning functions outlined in performance contracts between the State, other payors and the Local authority to ensure the Local Service Area Plan (LSAP) and related plans are being established, updated, and improved upon as needed or required; Coordinate evaluation activities with the PNAC to obtain community, consumer, family, staff and other stakeholder input for use in service delivery, evaluation and planning. Work is performed under minimal supervision of the Chief of Authority Services with extensive latitude for the use of initiative and independent judgment. Responsible for the preparation and oversight of grant applications and related budgets and the coordination of local planning functions outlined in performance contracts between the State, other payors and the Local Authority. Communicate, verbally and/or in writing, to supervisor and other appropriate staff. Assist with special projects as needed. Complete all required documentation within established timeframes; and assist with special projects or assignments.

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

Revised 01-23-12