Vacancies listed below remain vacant a minimum of (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 vaccines, completed at agency expense, are required each fall. The agency is “SMOKE FREE” and all tobacco products are prohibited at all facilities, parking lots, etc.

StarCare Specialty Health System is an equal opportunity employer and has a commitment to the principle of diversity and we welcome applications from all individuals. 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. 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)

#109-Accountant VI/Assistant Controller – Central Administration (full-time position)
#177-Administrative Assistant IV/Coding Specialist – Network Management (full-time position)
#213-Associate Psychologist/Psychosocial Evaluator – Network Management (full-time position)
#233-Auditor II/Compliance Reviewer – Network Management (full-time position)
#248-Case Manager III/MCOT Specialist – Behavioral Health Services (on-call positions)
#266-Case Manager III/MCOT Transition Specialist – Behavioral Health Services (full-time position)
#289-Case Manager III/Medication Resource Coordinator – Network Management (full-time position)
#295-Case Manager III/Mental Health Rehab Specialist – Behavioral Health Services (full-time position)
#305-Case Manager/IDD Service Coordinator – Network Management (full-time position)
#419-Direct Service Professional/Residential Trainer – Intellectual & Developmental Disabilities (part-time positions)
#431-Psychiatric Nursing Assistant III/Mental Health Specialist – SRC Hospital & Crisis Unit (on-call positions)
#435-Psychiatric Nursing Assistant III/Mental Health Specialist – SRC Hospital (Nights full-time position)
#443-Medical Technician III (Personal Care Attendant) - Silver Star Health Network (full-time position)
#466-Licensed Vocational Nurse/SRC & Crisis Services - Behavioral Health Services (on-call positions)
#618-Program Specialist VI/Diversion Coordinator – Network Management (full-time position)
#693-Registered Nurse/Staff Nurse/ SRC Hospital/Nights – Behavioral Health Services (full-time position)
#695-Registered Nurse/Staff Nurse/ SRC & Crisis Services – Behavioral Health Services (on-call positions)
#730-Registered Nurse/Staff Nurse/Crisis Unit/Nights - Behavioral Health Services (full-time positions)
#731-Registered Nurse/Staff Nurse/Crisis Unit/Days - Behavioral Health Services (full-time position)
#699-Director of Nursing – Intellectual & Developmental Disabilities (full-time position)
#712-Clinical Social Worker V/Licensed Master’s Social Worker – 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.

EOE
POSTING # 109

ACCOUNTANT VI/Assistant Controller  SALARY: $4380.00 – $5125.00 Monthly
DEPARTMENT: Central Administration (Commensurate with Education & Experience)
UNIT: Fiscal/Accounting Services

QUALIFICATIONS: Master’s Degree, with major course work in Accounting and two (2) years of full-time related/paid work experience; or Bachelor’s Degree, with major course work in Accounting and four (4) years of full-time related/paid work experience. Credentialing as a Certified Public Accountant (CPA) is strongly required. Advanced proficiency and skill using Excel in the creation of (and working within) very complex and complicated spreadsheets is required. Extensive knowledge and skill in Microsoft Office, Word, Access, email, etc. is also required. Management experience (middle or upper-level) and paid work experience in governmental or not-for-profit accounting, with financial statement analysis, is preferred. Experience in CMHC system and computer languages is preferred. Must have current Texas driver’s license and be insurable under Agency insurance.

RESPONSIBILITIES: Prepare monthly financial statements for review by management and submission to the Board of Directors, DSHS, and DADS, assuring compliance with applicable state, federal, and local regulations and generally accepted accounting principles (GAAP). Oversee input to CMHC (the accounting system), including, but not limited to, preparation, input, and posting of monthly journal entries, approval of purchase requisitions and supporting documentation, and setting up new Reporting Units (RU’s) and Account Numbers. Support Accounts Receivable functions, including, but not limited to, setting up or modifying federal, state, and local revenue sources (i.e., Medicaid, Medicare, third party insurers, MCO’s, grants, etc.), revenue, and allowance accounts in the accounting system. Participate in the Agency’s budget/cost activities, including, but not limited to, assisting with the annual budget process, especially grant revenues and expenses; developing, preparing, reconciling, and submitting quarterly and annual fiscal (cost) reports for MAC, MEI, HCS/TxHmL, and ICF/IDD; and preparing and submitting quarterly and annual financial status, match, and close out reports for various grants. Oversee grant accounting, including, but not limited to, monitoring and developing processes to ensure compliance with funding source requirements; developing grant billings, budget amendments, and upstream billings for certain grants (DSHS SA & PATH, TCoommi, Vetenars Programs, etc.); reconciling and approving billings for DSHS-Ryan White, HOPWA, and State Services, as well as subcontractor reimbursements. Work well with others, including, but not limited to, providing direction, leadership, educational/technical assistance, and support to staff members in various departments; assisting the Chief Financial Officer, the Director of Accounting, and the Senior Controller to ensure the Agency’s general ledger accurately reflects assets, liabilities, revenues, and expenditures, especially at fiscal year-end and during the annual external audit process; and assisting with special assignments or projects, as assigned. Complete required documentation.

HOURS: This is an EXEMPT position with a minimum of 40 hours per weeks, with additional hours as needed to meet the needs of fiscal operations.

POSTING # 177

ADMINISTRATIVE ASSISTANT IV/Coding Specialist  SALARY: $2469.00 to $2816.00 Monthly
DEPARTMENT: Network Management (Commensurate with Education & Experience)
UNIT: Medical Records/Billing

QUALIFICATIONS: Graduation from High School, with a minimum of four (4) years of coding and reimbursement experience in an inpatient hospital setting. Current Coding Specialist Certificate of Proficiency from an accredited Health Information Technology program is required. Knowledge of AHA Coding Clinic Guidelines, ICD-10 Coding, Medical Records systems/processes and Medical Terminology, is also required. Knowledge and skill in operating standard office equipment (phone, typewriter, copier, calculator, printer, etc.) and personal computer with Microsoft Office Products, is required. Must have current Texas driver’s license and be insurable under Agency insurance.

RESPONSIBILITIES: Work is performed under general supervision of the Medical Records Director with moderate latitude for the use of initiative and independent judgment. Responsibilities include: Applying appropriate diagnosis codes to individual patient health information for data retrieval and claims processing. Abstract and assign appropriate diagnosis/diagnoses ICD10-CM codes per patient encounters to include: clinic visits, external provider visits, outpatient visits and procedures and inpatient hospitalizations to include SRC. Prepare and authorize payment from providers to ensure payment is processed for services rendered (Review 1500s and UBs). Communicate information to supervisor and other employees; complete all required documentation; and assist the supervisor or other Agency Staff with special projects or assignments.

Hours: 8:00am – 5:00pm, Monday through Friday

Posted 04-04-16

Posted 02-22-16
POSTING # 213
ASSOCIATE PSYCHOLOGIST V/Psychosocial Evaluator
DEPARTMENT: Network Management
UNIT: Screening & Assessment

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. Licensed Practitioner of the Healing Arts (LPHA), LPC, LCSW or LMFT is also required. Texas licensure must be unrestricted and in good standing. One (1) year full-time experience in the field of Mental Health preferred. Bilingual (English/Spanish) also preferred. Ability to communicate effectively, professionally and maturely both orally and in writing; Ability to maintain composure in stressful situations; 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. Experience with CMBHS is preferred. Position requires a valid Texas driver's license and be insurable under Agency liability insurance.

RESPONSIBILITIES: Work is performed under minimal supervision of the Authority Services Director, with extensive latitude for the use of initiative and independent judgment. Determine eligibility for services within the StarCare Specialty Health System network of services by providing psychosocial assessments to children, adolescents and adults to include diagnostic impression; completing Adult Needs and Strengths Assessment (ANSA) and Child and Adolescent Needs and Strengths (CANS) to assess needs, strengths and level of care; providing referrals to community resources; linking to appropriate StarCare services; and coordinating services with the on-site integrated health care clinic. Assessments will generally be delivered on site at StarCare's Sunrise Canyon facility but services may also be delivered off-site when needed. This position will also work closely with the Mobile Crisis Outreach Team (MCOT) when individuals present in crisis. When time allows, this position will serve as back up for Triage personnel (telephone screenings). Responsibilities also include attending staff meetings, trainings and assisting with special projects and/or assignments as needed. Complete all required documentation within established timeframes.

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 # 233
AUDITOR II/Compliance Reviewer
DEPARTMENT: Network Management
UNIT: Quality Management/Compliance Department

QUALIFICATIONS: Graduation from an accredited four (4) year college or university, with major in a related field and at least three (3) years of full-time related work experience. Bachelor's degree is required. Must be detailed oriented and have the skill to review and understand complex material. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Must have the ability to communicate effectively, both orally and in writing, and to organize and prioritize a variety of assignments and manage time effectively. Must have the ability to train others. Travel is required, using personal vehicle, with reimbursement at the Center established rate. Position requires a valid Texas driver's license and be insurable under Agency liability insurance.

RESPONSIBILITIES: Perform routine to moderately complex auditing work. Review internal records, reports, information systems, client/patient records, SAL summaries, travel logs, and other relevant information to ensure compliance with Center policies and procedures and State and Federal guidelines. Investigate allegations of non-compliance and generate written report of the compliance review findings; Provide training during new employee orientation and act as a resource for questions related to Center compliance issues. Perform Contract Monitoring functions for Center Contract’s. Work is performed under the general supervision of the Contracts Management Director, with moderate latitude for the use of initiative and independent judgment. Communicate, verbally and/or in writing, to supervisor and other appropriate staff; 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.

Re-Posted 05-02-16
## POSTING # 248

**CASE MANAGER III/Mobile Crisis Outreach Specialist**

**DEPARTMENT:** Behavioral Health Services  
**UNIT:** Mobile Crisis Outreach Team (MCOT)

**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 at least two (2) years of full time experience in a related field. OR, a Master’s degree in Human Services Field, with applicable license, i.e., Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), or Licensed Master’s Social Worker-Advanced Clinical Provider (LMSW-ACP) or Licensed Clinical Social Worker (LCSW). Will consider Licensed Interns. Crisis experience is preferred. Bilingual (English/Spanish) is also preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, printer, pager etc.) and personal computer with Microsoft Office products is required. Local travel with mileage reimbursement is required. Candidate must have current Texas driver’s license and be insurable under Agency insurance. Agency provide monthly phone stipend that is processed with payroll.

**RESPONSIBILITIES:** Provide crisis assessment/intervention and ANSA/CANS assessments for adults, adolescents and children. Provide appropriate recommendation for hospitalization, 23-hours extended observation, referrals to other crisis services, and assist in community linkage to community resources. Coordinate and facilitate crisis intervention services, as needed with StarCare staff, law enforcement and other agencies within the five (5) county catchment area. Provide follow-up services to individuals clinically indicated. Complete Magistrate Warrants when appropriate. Complete all required documentation within established timeframes. Assist supervisor and other Agency staff with special assignments and/or projects.

**HOURS:** On-call, including days, evenings, nights, and weekend hours as needed

**SALARY:** $17.36 - $20.30 Hourly  
(Commensurate with Education & Licensure)

---

## POSTING # 266

**CASE MANAGER III/Transition Specialist**

**DEPARTMENT:** Behavioral Health Services  
**UNIT:** Mobile Crisis Outreach Team (MCOT)

**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 at least two (2) years of full time experience in a related field. OR, a Master’s degree in Human Services Field, with applicable license, i.e., Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), or Licensed Master’s Social Worker-Advanced Clinical Provider (LMSW-ACP) or Licensed Clinical Social Worker (LCSW). Will consider Licensed Interns. Crisis experience is preferred. Bilingual (English/Spanish) is also preferred. Knowledge and skill in operating standard office equipment (phone, copier, fax, printer, pager etc.) and personal computer with Microsoft Office products is required. Local travel with mileage reimbursement is required. Candidate must have current Texas driver’s license and be insurable under Agency insurance. Agency provide monthly phone stipend that is processed with payroll.

**RESPONSIBILITIES:** Responsible for completing aftercare follow ups with consumers discharging to our catchment area from all hospitals, including Sunrise Canyon. Provide follow up services to those placed in 7 day crisis services along with providing skills training and routine case management such as completing treatment plans to those authorized for SP5 transitional services. Assist in scheduling 1115 clinic and Combest clinic appointments for those discharging from the Extended Observation Unit. Completing crisis assessments and act as a third responder for MCOT during peak times which includes answering on call phone when needed, assisting with hospital transfers when needed and responding to all crisis situations in an appropriate manner. Assisting MCOT supervisor with additional task deemed appropriate in order to meet program needs. Complete all required documentation within established timeframes. Assist supervisor and other Agency staff with special assignments and/or projects.

**HOURS:** 11:00am – 7:00pm, Monday - Friday

**SALARY:** $3009.00 - $3518.00 Monthly  
(Commensurate with Education & Licensure)

---
### POSTING # 289

**CASEMANAGER III/Medication Resource Coordinator**  
**DEPARTMENT:** Network Management  
**UNIT:** Utilization Management  

**SALARY:** $2549.00 Monthly  

**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 Director of Utilization Management, 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.  

**Revised 05-24-16**

---

### POSTING # 295

**CASEMANAGER III/Mental Health Rehabilitation Specialist**  
**DEPARTMENT:** Behavioral Health Services  
**UNIT:** Psychosocial Rehabilitation  

**SALARY:** $2549.00 Monthly  

**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 05-23-16**
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 a 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. 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 reimbursement 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: 8:00 am – 5:00 pm, Monday through Friday, with flexibility to meet customer & program needs.  Posted 05-30-16

DIRECT SERVICE PROFESSIONAL III/Residential Trainer

DEPARTMENT: Intellectual & Developmental Disability Services
UNIT: ICF and ALU

QUALIFICATIONS: Educational competency of at least eighth grade (Educational competency testing is required and is administered by Work Source 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 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, 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:

10:00am – 6:00pm, Saturday & Sunday  FEMALE ONLY
10:00pm – 6:00am, Friday & Saturday FEMALE ONLY
2:00pm – 10:00pm, Saturday & Sunday FEMALE ONLY
3:00pm – 7:00pm, Thursday & Friday AND 2:00pm – 10:00pm on Saturday FEMALE ONLY
6:00am – 9:00am Monday through Friday
2:00pm – 10:00pm, Sunday AND 2:30pm – 8:00pm Monday, Tuesday & Wednesday
2:30pm – 8:00pm, Thursday & Friday AND 2:00pm – 10:00pm on Saturday

Revised 05-30-16

SALARY: $9.93 Hourly

SALARY: $2549.00 Monthly
### POSTING # 431

**PSYCHIATRIC NURSING ASSISTANT III/Mental Health Specialist On-Call**

**DEPARTMENT:** Behavioral Health Services  
**UNIT:** Sunrise Canyon Hospital & Crisis Observation Unit  

**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. 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 23-Hours Crisis Observation Unit or 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 with discharge arrangements and documenting according to Crisis Unit and/or 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:** 12 hour shifts, either 8:00am – 8:00pm OR 8:00pm – 8:00am  
**Continuous Posting 12-07-15**

### POSTING # 435

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

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

**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. 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:** 12 hour shifts, 8:00pm – 8:00am on rotating schedule  
**Posted 05-23-16**
POSTING # 443

MEDICAL TECHNICIAN III/Personal Care Attendant

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 is required. Certified Nurse’s Aide is preferred. 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 agency vehicle and/or using personal vehicle with reimbursement according to Agency 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. Must have a valid Texas drivers’ license, personal auto liability insurance, and be insurable under agency insurance.

RESPONSIBILITIES: Provide assistance and attendant care services to SilverStar participants across care settings. Duties include: Providing support and assistance with activities of daily living, including but not limited to: nursing 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 SilverStar Agency 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 Agency staff with special assignments and/or projects.

Hours: 40 Hours per week, flexible between 7:30am – 5:30pm, Monday through Friday. Re-Posted 04-11-16

POSTING # 618

PROGRAM SPECIALIST VI/Diversion Coordinator

DEPARTMENT: Network Management

UNIT: IDD Local Authority

QUALIFICATIONS: Bachelor’s degree (Master’s degree preferred), from an accredited college or university in a Human Services field (Psychology, Sociology, Family Studies, etc.), and at least four (4) years of full-time related work experience is required. Selected applicant must be a Licensed Health Professional (LPC, LCSW, LMFT, etc.). Licensed Interns will be considered. Position requires valid Texas driver’s license, proof of auto liability insurance and be insurable under Agency liability insurance. Use of personal cell phone, with monthly phone stipend processed with payroll, to return phone calls and text messages.

RESPONSIBILITIES: Provide leadership and overall fiscal and programmatic management necessary to assure all aspects of the Intellectual & Development Disability (IDD) Local Authority to support the mission, vision, values and goals of the Agency. Provide supervision and oversight to the Medical, Behavioral and Psychiatric Support Program, Enhanced Community Coordination (ECC) Services and the Pre-Admission Screening and Resident Review (PASRR) Services; Ensure compliance with Agency Polices & Procedures and all applicable funding, licensing and contractual requirements; Foster a positive working environment which promotes continuous quality evaluation and improvement. Supervise assigned employees, including training and evaluation; Make recommendations for hiring, disciplinary actions and employee terminations; complete all required documentation within established timeframes. Assist supervisor and other Agency staff with special assignments and/or projects.

HOURS: This is an EXEMPT position with a minimum of 40 hours per weeks, with additional hours as needed to meet the needs of program participants. Posted 04-04-16
POSTING #466

LICENSED VOCATIONAL NURSE
DEPARTMENT: Behavioral Health Services
UNIT: Sunrise Canyon Hospital & 23-Hours Crisis Observation Unit

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. 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. Position requires a valid Texas driver's license, auto liability insurance, and insurability under Agency insurance.

RESPONSIBILITIES: Work is performed under the direct supervision of the Charge Nurse and/or Clinical Supervisor. Dispensing medication to patients in the hospital (SRCH) and/or on the 23 hour Extended Observation Unit (EOU). Observes patients for any unusual behaviors, appearance, etc. and reports to Charge Nurse or Medical Staff; documents all aspects of patient care. Maintain nursing standards in accordance with the Licensed Vocational Nurse Practice Act, Center and Hospital policies, procedures, and standards. Maintain medical records and keep up to date. Demonstrate leadership skills in the supervision, education and direction of subordinate staff. Communicates and collaborates with other shift RNs to ensure 24-hour continuity of care. Work schedule is variable, with flexibility to provide for adequate nursing coverage on the unit assigned.

Hours: On-call hours, either 8:00am – 8:00pm OR 8:00pm – 8:00am. Continuous Posting 05-23-16

POSTING # 693

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

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: 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: 8:00pm – 8:00am on rotating schedule Posted 09-28-15

POSTING # 695

REGISTERED NURSE IV/Staff Nurse On-Call
DEPARTMENT: Behavioral Health Services
UNIT: Sunrise Canyon Hospital & 23-Hour Crisis Observation Unit

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: On-call either 8:00am – 8:00pm or 8:00pm – 8:00am Continuous Posting 05-23-16
### POSTING # 730

**REGISTERED NURSE IV/Staff Nurse-Nights**  
**DEPARTMENT:** Behavioral Health Services  
**UNIT:** 24-Hours Crisis Observation Unit  
**SALARY:** $4101.08 - $5149.42 Monthly  
(Commensurate with Education & Experience)  

**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 24-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:** 8:00pm – 8:00am on rotating schedule  
**Posted 11-16-15**

### POSTING # 731

**REGISTERED NURSE IV/Staff Nurse-Days**  
**DEPARTMENT:** Behavioral Health Services  
**UNIT:** 24-Hours Crisis Observation Unit  
**SALARY:** $3986.67 - $5028.09 Monthly  
(Commensurate with Education & Experience)  

**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 24-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:** 8:00am – 8:00pm on rotating schedule  
**Posted 05-25-15**

### POSTING # 699

**DIRECTOR OF NURSING/ IDD SERVICES**  
**DEPARTMENT:** Intellectual & Developmental Disability Services  
**UNIT:** Nursing Services  
**SALARY:** $4583.00 - $5000.00  
(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) and at least two (2) years of full-time experience as a practicing registered nurse in a public health agency, hospital or health care facility. Experience with Intellectual & Developmental Disability population is required. Knowledge and skill in operating standard office equipment (phone, copier, fax, etc.) and personal computer with Microsoft Office products is required. Local travel is required. Candidate must have a valid Texas drivers’ license, personal auto liability insurance, and be insurable under agency insurance.

**RESPONSIBILITIES:** Maintain nursing standards in accordance with the Nurse Practice Act, Agency and program policies, procedures and standards. Provide leadership and coordination of services to nursing staff. Provide information and direction on customer plans of care; Conduct monthly staff meetings; Serve as patient and staff advocate to ensure optimal patient care; Interface with patients and families and ensure care is consistent with expectations; 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. Supervise assigned employees, including recruiting, hiring, training, evaluating and disciplining assigned employees; Ensure compliance with applicable policies and procedures; Communicate and collaborate with other staff; assist patients in meeting 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:** 8am-5pm, Monday-Friday, with flexibility to meet program needs. This is an EXEMPT, additional hours, including sharing on-call, will be necessary to ensure program operations.  
**Posted 05-30-16**
<table>
<thead>
<tr>
<th>POSTING #712</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLINICAL SOCIAL WORKER V/Licensed Master’s Social Worker</td>
</tr>
<tr>
<td>DEPARTMENT: SILVER STAR HEALTH NETWORK</td>
</tr>
<tr>
<td>UNIT: All-Inclusive Care for the Elderly (PACE)</td>
</tr>
</tbody>
</table>

**QUALIFICATIONS:** Master’s degree in a Human Services field and current Texas License as a Master’s Social Worker. Must have at least one (1) year of 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 of community resources, crisis intervention and case management services is also preferred. Knowledge and skill in operating standard office equipment (phone, fax machine, copier, printer, pager, etc.) and personal computer with Microsoft Office Products is required. Must have a current Texas drivers’ license, and be insurable under Agency’s insurance.

**RESPONSIBILITIES:** Provide social work services to each program participant to promote mental and social health of participants through assessment, treatment, teaching and counseling; Responsible for participant comprehensive initial assessment including a discipline specific assessment, reassessments on at least semi-annual basis, plan of care, and coordination of 24 hour care delivery; Implement social work care plan and coordination of social work with other community services and supports. Provide basic casework and consultation for participants. Facilitate communication between participants, their families and the Care team. Develop and facilitate the participant council to create dialog among participants, care-givers and the staff. Provide assessments, family and individual support, serving as a liaison with available community resources; Facilitate discharge planning and making post-discharge arrangements; Collaborate, participant and communicate with Interdisciplinary Team (IDT), physicians, personal care attendants and other related staff; Provide leadership and training to Care Team members to ensure continuity and coordination of care and staff development of employees; Monitor and ensure regulatory compliance of program quality while maintaining an optimal level of independence for participants; Work is performed under the general supervision of the PACE Center Manager with broad latitude for the use of initiative and independent judgment. Complete required documentation; and assist with special assignments or projects as requested.

**Hours:** 8am-5pm, Monday-Friday, with flexibility to meet program needs. This is an EXEMPT, additional hours may be necessary to ensure program operations. **Posted 05-16-16**