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)

#107-Accountant II/Payroll Accountant – Administrative Operations (full-time position)
#198-Administrative Assistant IV/Staffing Coordinator/Admin. Assistant – Behavioral Health Services (full-time position)
#201-Associate Psychologist/Competency Restoration Educator – Behavioral Health Services (full-time position)
#221-Associate Psychologist/Utilization Management Manager – Network Management (full-time position)
#295-Case Manager II/MH Rehab Specialist – Behavioral Health Services (full-time position)
#304-Case Manager III/IDD Lead Crisis Intervention Specialist – Network Management (full-time position)
#305-Case Manager/IDD Service Coordinator – Network Management (full-time position)
#700-Qualified Intellectual Disability Professional (QIDP) – Intellectual & Developmental Disabilities (full-time position)
#390-Dietetic & Nutrition Specialist I – Silver Star Network (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 (full-time/Night Shift)
#443-Medical Technician III (Personal Care Attendant) - Silver Star Health Network (full-time position)
#445-Medical Technician III/Personal Care Attendant – Silver Star Health Network (on-call position)
#466-Licensed Vocational Nurse/SRC & Crisis Services - Behavioral Health Services (on-call positions)
#469-Licensed Vocational Nurse – Silver Star Health Network (full-time position)
#471-Licensed Vocational Nurse/Intellectual & Developmental Disabilities (full-time position)
#625-Program Specialist VI/Medical Records Director – Network Management (full-time position)
#649-Forensic Psychiatrist/Crisis & Forensic Services – Behavioral Health Services (full-time position)
#658-Registered Nurse/Clinical Educator – Behavioral Health Services (full-time position)
#667-Registered Nurse/Charge Nurse/SRC Hospital/Days – Behavioral Health Services (full-time position)
#677-Registered Nurse IV/Staff Nurse – Intellectual & Developmental Disabilities Services (full-time position)
#679-Registered Nurse/Crisis Unit Charge Nurse/Nights – Behavioral Health Services (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)
#712-Clinical Social Worker V/Licensed Master’s Social Worker – Silver Star Health Network (full-time position)
#713-Clinical Social Worker V/LBSW or LMSW – Sunrise Canyon Hospital (full-time position)
#724-Vehicle Driver II/Transportation Aide – Silver Star health Network (part-time position)
#725-Vehicle Driver II/Transportation Aide – 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
ACCOUNTANT II/Payroll Accountant  
DEPARTMENT: Administrative Operations  
UNIT: Accounting

QUALIFICATIONS: Graduation from an accredited four (4) year college or university with major course work in accounting and/or business with at least two (2) years of full-time experience in a related accounting/payroll field preferred. (Education and experience may be substituted – one year of related experience equals one year of college). BBA in Accounting is also preferred. Knowledge and skill in operating 10-key calculator, automated accounting and/or payroll systems and personal computer, with Microsoft Office products (Excel spreadsheets, Word, Outlook) is required. This position requires exceptional organization skills and the ability to work in a fast-paced environment and meet on-going, repeated deadlines. Must have current Texas driver’s license, personal auto liability insurance, and be insurable under agency insurance coverage.

RESPONSIBILITIES: Prepare and process semi-monthly, monthly, and hourly payrolls, including retirement contributions, direct deposits, payroll stubs and other related payroll tasks; Prepare payroll benefit payments and reports for worker’s comp, disability, United Way, Quarterly TEC, and Quarterly Sales Tax, and other related payroll reports; Reconcile health insurance statement, cafeteria plan, and IRS, child support garnishments and other related payroll liability accounts, monthly to the general ledger account; Process telephone stipend requests for inclusion into payroll check and stop stipend for employee upon separation from employ; Monitor and maintain monthly payroll spreadsheet accruals and suggest adjustments to Payroll/AP Supervisor as needed; Monitor and prepare semi-monthly journal entries to correct payroll reporting-unit allocations; Monitor and follow-up on escheat process each month, clearing outstanding checks each month; Enter specified journal entries, including postage, into computer system each month; Communicate and share information with supervisor and other staff; complete required documentation; assist supervisor and other Agency staff with special assignments or projects.

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

POSTING # 198

ADMINISTRATIVE ASSISTANT IV/Staffing Coordinator  
DEPARTMENT: Behavioral Health Services  
UNIT: Crisis/Behavioral health Services

QUALIFICATIONS: Bachelor’s degree in rehabilitation, business, or a related human service field and two (2) years of full-time paid related work experience (or other intensive support service area) serving people with mental illness is preferred, but not required. Knowledge and skill in operating standard office equipment (phone, fax, copier, pager, etc.) and personal computer with Microsoft Office products (Microsoft Windows, Excel) is required. Must be well versed in Excel Spreadsheets Must possess excellent organizational, oral and written communication skills, problem solving, program development, computer skills, strong leadership, and team building skills and have the ability to work in high stress environment. Position requires 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: Work is performed under minimal supervision of the Director of Crisis & Forensic Services with extensive latitude for the use of initiative and independent judgment. Staff Coordinator/Administrative Assistant: develop staff schedules to ensure shifts are appropriately covered. This will involve rotating internal employees or working with external agencies; will require maintaining daily staffing reports and record so that each activity is logged properly; Collects, evaluates, and prepares data for the 1115 Clinic and Extended Observation Unit. Develops, maintains, and ensures quality control of databases and may assist in development and implementation of measurement systems. Responsibilities include: Completion of daily crew schedules, which includes managing employee requests and needs; Maintain staffing operations across the board; Obtain daily staff requests and fill them efficiently; Uphold accurate system for tracking staff over a variety of shifts; Maintain schedules for rotating staff; Secure coverage for vacation shifts; Monitoring and reporting scheduling changes; Resolve last minute staffing issues; Carry cell phone after hours a few nights a week to resolve after hours emergencies; Perform administrative tasks, including answering phones, preparing invoices and generating reports; Work closely with team members to ensure assignments are completed seamlessly and with efficiency; Proactively offer suggestions on how to improve upon current systems and procedures; Understand and be able to clearly explain company policies and procedures with the assistance of departments and HR; Assist with the tracking and documentation employees who do not adhere to the schedule; Maintains computerized collection and tracking of relevant data; Work directly with the administrative team to develop clear and accessible/easy-to-read aggregate data reports, and graphs to inform administrative instructional initiatives, decisions, and priorities; Other duties as assigned Communicate verbally and/or in writing to others including other direct care providers, nursing staff, the program coordinator, the person served, their families. Assist with special projects or assignments as needed or as requested.

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

Posted 08-22-16
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<tr>
<th>POSTING # 201</th>
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<tbody>
<tr>
<td>ASSOCIATE PSYCHOLOGIST/Competency Restoration Educator</td>
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<tr>
<td>DEPARTMENT: Behavioral Health Services</td>
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<tr>
<td>UNIT: Forensic &amp; Crisis Services</td>
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<tr>
<td>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). Will consider LPC-Intern. One (1) year of full-time experience in a related field, preferred. Bilingual (English/Spanish) 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 be insurable under Agency insurance. Travel is required, using personal vehicle, with mileage reimbursement.</td>
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<td>RESPONSIBILITIES: This position is accountable for the provision of competency restoration training services through the performance of various client-focused activities; Weekly competency training to consumer assigned for competency restoration in designated region, up to 2 hours per client, per week; Upon receiving a new referral, verbal contact shall be made within 5 days, and training initiated within 7 days from the date of receiving the referral; Complete documentation of all training hours provided to consumers; Participate in scheduled program trainings and meetings; work closely with the judicial system, county judges and attorneys. Work is performed under the minimal supervision of the Chief of Crisis and Forensic Services with extensive 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.</td>
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<td>Hours: This is an EXEMPT position with normal work hours from 8:00am – 5:00pm, Monday through Friday, with flexibility &amp; additional hours as needed.</td>
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<th>POSTING # 221</th>
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<tr>
<td>ASSOCIATE PSYCHOLOGIST/UM Manager</td>
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<td>DEPARTMENT: Network Management</td>
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<td>UNIT: Utilization Management</td>
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<td>QUALIFICATIONS: Master’s degree in human services field (psychology, sociology, family studies, etc.), with applicable license (LPC, LCSW, LMFT). Five (5) years of experience in direct care of individuals with a serious mental illness and/or children and adolescents with serious emotional disturbances, which may include experience in an acute care or crisis setting. One (1) year of experience in program oversight of mental health care services is also preferred. Position requires a good understanding of psychopharmacology and medical/psychiatric co-morbidity through training and/or experience and ability to demonstrate competence in performing UM and review activities. Knowledge and skill in operating standard office equipment (phone, copier, fax, printer, pager etc.) and personal computer with Microsoft Office products is required. Candidate must have a valid Texas drivers’ license, personal auto liability insurance, and be insurable under agency insurance.</td>
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<tr>
<td>RESPONSIBILITIES: This position is a part of the Network Management Division of the Agency. Work is performed under the minimal supervision of the Utilization Management Director, with extensive latitude for the use of initiative and independent judgment. Primary function is utilization management, conducting utilization review and granting and denying authorizations for both outpatient and inpatient mental health services based on medical necessity as determined through the review process. Additional responsibilities include but are not limited to conducting diagnostic review, appeal reconsiderations, clinical override reviews and determinations of medical necessity; Utilizes Medicaid decision-making authority. Assists with other UM related activities as needed. Must complete all required documentation within established timeframes. Assist supervisor and other Agency staff with special assignments and/or projects. Participate in MAC time study as required.</td>
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<tr>
<td>Hours: This is an EXEMPT position with normal work hours from 8:00am – 5:00pm, Monday through Friday, with flexibility &amp; additional hours as needed to meet program needs.</td>
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POSTING # 295

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

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.  

POSTING # 304

CASE MANAGER III/IDD Lead Crisis Intervention Specialist  
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 two (2) years of full-time experience working with individuals with intellectual & developmental disabilities who have mental health and/or behavioral health support needs, or experience linking people with IDD to mental health support services is required. BCBA (Board Certified Behavioral Analyst) or LMHP (Licensed mental health Professional), 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 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 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 of prevention strategies to avoid potential crisis events; Collaborates with service planning teams regarding crisis follow-up and relapse prevention; Identify training and support needs that provide a greater chance of successful community living; 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 crisis respite plans; 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 08-15-16  

Posted 08-29-16
### 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 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 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:** 8:00 am – 5:00 pm, Monday through Friday, with flexibility to meet customer & program needs.  
**Posted 05-30-16**

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### POSTING #700

**QUALIFIED INTELLECTUAL DISABILITY PROFESSIONAL (QIDP)**  
**DEPARTMENT:** Intellectual & Developmental Disability Services  
**UNIT:** Residential/Respite Services

**QUALIFICATIONS:** Graduation from an accredited four (4) year college or university with major course work in a Human Services Field, (Sociology, Psychology, Family Studies, etc.), and one (1) year of full-time experience working with individuals with developmental disabilities is preferred. Position requires a strong knowledge of the full array of Medicaid Waiver Services, including billing rates and guidelines and service definitions. 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 using personal vehicle with reimbursement is required. Must have current Texas driver’s license, personal auto liability insurance, and be insurable under agency insurance coverage.

**RESPONSIBILITIES:** Serve as the primary contact for customers in Medicaid Waiver Program (HCS, TX Home living, and ICF-IDD) and General Revenue. Support manager actively participate in all person directed planning sessions, assisting customers in identifying which services best meet identified outcomes and/or need. Develop and maintain each person’s Implementation Plan, Individual Plan of Care (IPC), all necessary consents and related documentation. Provide and maintain verification of each person’s Special Needs Training for all Foster Care providers, residential home staff, supported home living staff and day activity staff. Conduct residential reviews to ensure compliance with implementation and use of special needs training. Maintain effective working relationships with Authority Service Coordinators and other Authority employees to ensure the efficient delivery of all authorized services. Complete required documentation; attend required meetings and scheduled workshops and remain current on required training; and assist supervisor and other Agency staff with special assignments and/or projects.

**Hours:** 8:00am – 5:00pm, Monday through Friday, with flexibility to meet program needs.  
**Posted 08-29-16**
POSTING #390

DIETETIC & NUTRITION SPECIALIST I  
DEPARTMENT: SRC Hospital/SilverStar Health Network  
UNIT: Food Service Operations

QUALIFICATIONS: Bachelor of Science Degree in Dietetics & Nutrition, and licensed by the State of Texas as a Dietitian; Must also be registered with the American Dietetic Association. One to two years of related work experience is preferred. Knowledge in the principles and practices of nutritional counseling and education is also preferred. Knowledge and skill in operating standard office equipment (phone, fax, copier, etc.) and personal computer with Microsoft office products is required. Ability to work flexible schedules, possibility for multiple facilities, is required. 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: Under limited supervision and in accordance with applicable Federal, State and Local laws and regulations, the Dietitian will be responsible for the following: Assess nutritional status and dietary needs of Sunrise Canyon Hospital and Silver Star participants and develop a plan for the provision of adequate dietary intake to enable participant to achieve his/her optimal level of independent functioning. Provide necessary consultation and teaching to clients, families and the health team. Coordinate all phases of nutrition care including nutrition assessment, care planning, monitoring, education and counseling of hospitalized patients and outpatients in a variety of settings. Perform duties in support of and in compliance with performance improvement plans. Joint Commission, Center's for Medicare and Medicaid Services, other licensing accrediting, and regulatory agencies. This position impacts outcomes for people by supporting direct service staff and the management of an accessible system of quality, effective, efficient services and resources that support individual choice and promote lives of dignity and self-determination. All StarCare staff members must demonstrate the knowledge and skills necessary to assess, plan care for and provide services to patients in the SRC Inpatient Unit and to frail elderly participants according to the assigned responsibilities and Silver Star standards.

Hours: This is an EXEMPT position with a minimum of 40 hours per week and additional hours as need to support program operations and meet patient needs.

Posted: 06-27-16

SALARY: $4246.00 Monthly
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, 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  
7:00AM – 3:00PM, Saturday & Sunday  
3:00pm – 10:00pm, Monday – Friday  
3:00pm – 7:00pm, Monday through Friday  
2:00pm – 10:00pm, Sunday AND 3:00pm – 7:00pm, Monday, Tuesday & Wednesday  
10:00pm – 6:00am, Friday & Saturday  
4:00pm – 10:00pm, Saturday & Sunday  
4:00pm – 10:00pm, Monday through Friday  
3:00pm – 7:00pm, Thursday & Friday AND 2:00pm – 10:00pm on Saturday  
6:00am – 2:00pm, Saturday & Sunday  
10:00am – 6:00pm, Saturday & Sunday  
2:00pm – 10:00pm on Sunday AND 2:30pm – 8:00pm, Monday, Tuesday & Wednesday  
2:30pm – 8:00pm, Thursday & Friday AND 2:00pm – 10:00pm on Saturday

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 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 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  

POSTING # 419

SALARY: $9.93 Hourly  

POSTING # 431

SALARY: $9.93 Hourly  

Continuous Posting 12-07-15
**POSTING # 435**

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

**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. 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 07-11-16**

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**POSTING # 443**

**MEDICAL TECHNICIAN III/Personal Care Attendant**

**DEPARTMENT:** Silver Star Health Network  
**UNIT:** Silver Star Program  
**SALARY:** $1721.00 Monthly

**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 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 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.  
**Posted 08-15-16**
POSTING # 445

MEDICAL TECHNICIAN III/Personal Care Attendant (On-Call)  
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 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 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: On-call, as needed, between 7:30am – 5:30pm, Monday through Friday.  

POSTING #466

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

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. 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.
### 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.

**SALARY:** $2670.00 - $3168.00 Monthly  
**(Commensurate with Experience)**

**Hours:** 40 Hours per week, including weekend hours, to be discussed during the interview.  
**Posted 07-01-16**

### POSTING # 471

**LICENSED VOCATIONAL NURSE**

**DEPARTMENT:** Intellectual & Developmental Disabilities  
**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:** Taking and monitoring vital signs (blood pressure, pulse, temperature), weight, and blood sugar levels, and assisting with physical exams as scheduled and/or 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; Participate in medication reviews, interim and annual staffings, chart/consult note reviews, writing strategies on Person Directed Plans (PDPs) and reviewing and signing Individual Plans of Care (IPC’s); Complete and submit documentation, including but not limited to: patient charting, contact notes, Service Activity Logs (SALs), P-1s, and other related documentation; 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 participate 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, SALs, P-1s, Care Plans, and other related documentation following established guidelines in order to meet funding source requirements.

**SALARY:** $2670.00 - $3168.00 Monthly  
**(Commensurate with Experience)**

**Hours:** 8am-5pm, Monday-Friday, with flexibility. Will share on-call responsibilities with other nurses.  
**Posted 07-25-16**
**POSTING # 625**

**PROGRAM SPECIALIST VI/Medical Records Director**  
**DEPARTMENT:** Network Management  
**UNIT:** Medical Records  
**SALARY:** $4380.00 Monthly

**QUALIFICATIONS:** Graduation from an accredited four (4) year college or university with at least two (2) years full-time experience in a related field and two (2) two years of management/supervisory experience. (Experience and education may be substituted – 30 hours of college equals one year of experience). Position requires Registered Health Information Technician (RHI) certification. Position requires: Knowledge of medical records systems and related state and federal regulations; Ability to communicate effectively, both orally and in writing; Ability to organize, prioritize a variety of assignments and manage time effectively; Ability to plan, assign, and monitor work; Ability to train and supervise others; Ability to maintain an effective working relationship with customers in services, other employees, and the public; Knowledge of appropriate rules, regulations and policies and procedures; Knowledge of ICD 10 Coding and CPT Coding guidelines. Knowledge and skill in operating standard office equipment (phone, fax machine copier, etc.) and personal computer with Microsoft Office products is also required (knowledge/experience in MS Excel and MS SQL preferred). Knowledge of CMHC and CARE systems is preferred. Position requires current training and ongoing training on federal and state laws governing records and release of information. Must have current Texas driver’s license and be insurable under StarCare insurance. Use of personal cell phone, with monthly phone stipend processed with payroll, to return phone calls and text messages.

**RESPONSIBILITIES:** Work is performed under general supervision of Network Management Director with broad latitude for the use of initiative and independent judgment. Position has Agency-wide impact tied to records, audits and release of information. Responsibilities include: Establishing policies and procedures for StarCare Recordkeeping; Developing and maintaining procedures and functioning of StarCare's Records rooms; Record Scanning; Record Retention; Establishing and coordinating the Release of Information procedures used by the entire StarCare system including subpoenas and court orders (over 1,000 records requests are filled per year; Providing technical assistance for records staff, employees and providers; Supervising Medical Records Staff; Release of Information Specialist and Coding Specialist, including but not limited to recruiting, hiring, training, disciplining and evaluating; Providing training for staff on records issues, current laws, including release of information, and standards; Establishing and Maintaining closed records system from hard copy to electronic system; Completion of all required documentation; Communication with supervisor and other StarCare employees; Attend and participate in staff meetings, trainings; and provide assistance with special projects and/or assignments as requested.

**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.

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**POSTING # 649**

**FORENSIC PSYCHIATRIST/Crisis & Forensic Services**  
**DEPARTMENT:** Behavioral Health Services  
**UNIT:** Crisis and Forensics  
**SALARY:** $16,667.00 - $19,167 Monthly (Commensurate with Education & Experience)

**QUALIFICATIONS:** Degree as a medical doctor and licensed to practice medicine in the State of Texas and Board Certified or eligible in Psychiatry. Ability and skill in operating personal computer with Microsoft Office Products (Word, email, Excel) is required. Skill and ability in using electronic medical records is also required. Candidate must have a valid Texas drivers’ license, personal auto liability insurance, and be insurable under agency insurance. Position requires knowledge of the principles and methods of psychiatry including forensic psychiatry and general medicine; individual and group psychotherapy and the use of medications in psychiatric and related conditions. Knowledge of current developments in the field of forensic psychiatry especially as it relates to the practice in a public mental health model with a team approach and an emphasis on the philosophy of recovery. Ability to: perform psychiatric diagnosis, treatment interpretations and recommendations; analyze clinical problems and take effective course of action; direct and coordinate the work of subordinate personnel; establish and maintain effective working relationships with administrative, medical and non-medical staff, correctional and court staff, patients and the general public; prepare records and reports especially related to evaluations for the court. Proven skills and ability to communicate effectively, both orally and in writing. Ability to maintain effective working relationships with other employees and the public; knowledge of appropriate rules, regulations, and policies and procedures; knowledge of hospital procedures and regulations; skill in operating standard office machines and/or computer software, computer, fax, copier, word processing; working knowledge of CPR, and Human Rights.

**RESPONSIBILITIES:** Work is performed under minimal supervision of the Center's Crisis & Forensic Director with broad latitude for the use of initiative and independent judgment. A Forensic Psychiatrist diagnoses, treats, and medically manages clients with mental illness in a public health setting, coordinating/collaborating with primary healthcare practitioners; works collaboratively with an interdisciplinary team to provide comprehensive treatment to clients with mental illnesses and substance use disorders; maintains expertise in current modes of best psychiatric practice in a community mental health setting; and exhibits compassion, flexibility, and the highest ethical standards in working with the seriously mentally ill. This position ensures all activities support the mission, values and goals of StarCare - Specialty Health System. This position impacts outcomes for people by supporting direct service staff and the management of an accessible system of quality, effective, efficient services and resources that support individual choice and promote lives of dignity and self-determination.

**HOURS:** This is an EXEMPT position with 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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**POSTING # 658**

**REGISTERED NURSE V/ Clinical Educator**

**DEPARTMENT: Administrative Operations**

**UNIT: Central Administration**

**SALARY: $4969.00 - $5286.00 Monthly**

**QUALIFICATIONS:** Graduation from an accredited school of nursing and currently licensed by the Board of Nursing as a Registered Nurse in the State of Texas, plus two years (four years preferred) of full-time experience as a practicing registered nurse in a recognized public health agency, hospital or health care facility; OR, Bachelor’s 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 year (2 years preferred) of full-time experience as a practicing registered nurse in a recognized public health agency, hospital or health care facility. Experience working with people who have mental health or substance abuse problems and/or intellectual/developmental disabilities is preferred. Staff development and quality management experience 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:** The Clinical Educator evaluates educational needs across the agency to promote high quality services. As a result of the agency evaluation, the Clinical Educator will develop and provides educational programs and activities to promote the growth and development of licensed and unlicensed clinical/direct care staff.in accordance with best practices and the highest standards of quality and care. 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 from 8:00am – 5:00pm, Monday through Friday, with flexibility & additional hours as needed to meet program needs.

**POSTING # 667**

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

**DEPARTMENT: Behavioral Health Services**

**UNIT: Sunrise Canyon Hospital**

**SALARY: $4262.00 - $5279.75 Monthly**

**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:** 8:00am – 8:00pm on rotating schedule.
### POSTING # 677

**REGISTERED NURSE IV/Staff Nurse (Full-time)**  
**DEPARTMENT:** Intellectual & Developmental Disability Services  
**UNIT:** IDD Nursing Services  

**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. Candidate must have a valid Texas driver’s license, personal auto liability insurance, and be insurable under Agency insurance.

**RESPONSIBILITIES:** Work is performed under the general supervision of the IDD Nurse Manager, with broad latitude for the use of initiative and independent judgment. Duties include but are not limited to: Taking and monitoring vital signs (blood pressure, pulse, temperature), weight, and blood sugar levels, and assisting with physical exams as scheduled and/or 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; Participate in medication reviews, interval and annual staffings, chart/consult note reviews, writing strategies on Person Directed Plans (PDPs) and reviewing and signing Individuals Plans of Care (IPCs); Provide staff and/or customer immunizations for TB, Hep-B and/or flu; Complete and submit documentation, including but not limited to: patient charting, contact notes, Service Activity Logs (SALs), P-1s, and other related documentation; 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.

**Hours:** 8:00am – 5:00pm, Monday through Friday, with flexibility. This is an EXEMPT position so additional hours may be required to support nursing services. Will share on-call duties with other staff nurses.  
**Posted:** 07-25-16

### POSTING # 679

**REGISTERED NURSE IV/Charge Nurse-Nights**  
**DEPARTMENT:** 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:** 8:00pm – 8:00am on rotating schedule  
**Posted:** 08-01-16
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 .

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.

POSTING # 730

REGISTERED NURSE IV/Staff Nurse-Nights

DEPARTMENT: Behavioral Health Services
UNIT: 23-Hours Crisis Observation 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 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: 8:00pm – 8:00am on rotating schedule .

Posted 09-28

SALARY: $4101.08 - $5149.42 Monthly
(Commensurate with Education & Experience)

SALARY: $34.00 - $43.00 Hourly
(Commensurate with Education & Experience)

SALARY: $4101.08 - $5149.42 Monthly
(Commensurate with Education & Experience)
**POSTING # 731**

**REGISTERED NURSE IV/Staff Nurse-Days**

**DEPARTMENT:** Behavioral Health Services

**UNIT:** 23-Hours Crisis Observation 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 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:** 8:00am – 8:00pm on rotating schedule.

**POSTING #712**

**CLINICAL SOCIAL WORKER V/Licensed Master’s Social Worker**

**DEPARTMENT:** SILVER STAR HEALTH NETWORK

**UNIT:** All-Inclusive Care for the Elderly (PACE)

**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.
QUALIFICATIONS: Graduation from an accredited four (4) year college or university with a degree in Social Work and a Licensed Bachelor’s Social Worker. One (1) year of full-time related work experience preferred. OR, Master’s degree in Social Work and a Licensed Master’s Social Worker with one (1) year of full-time work experience preferred. Skill in operating standard office equipment (phone, fax machine, copier, 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: Work is performed under the general supervision of the Director of Social Services and/or the Hospital Chief Operating Officer with broad latitude for the use of initiative and independent judgment. Responsibilities include: developing and monitoring quality social work services ensuring that these are available to all persons admitted to Sunrise Canyon Hospital in accordance with the Joint Commission, Medicare and Psychiatric Hospital Licensure requirements; Coordinate treatment planning and ensures appropriate court commitment procedures are followed for each patient; conducts a minimum of one group per week and serves on all assigned hospital committees; Participate as a member of the treatment team to provide professional clinical social work services in order to provide for the holistic needs of the patient, to coordinate services in the hospital, and to provide for continuity across services; Serve on hospitals committee (Program Administrative Committee and Medical Records Committee; Provide assessments, family and individual support, serving as a liaison with available community resources; performing social histories, discharge planning, and making post-discharge arrangements and other related duties, such as, are individual therapy, group therapy, patient and family education; Complete required documentation; Communicate information to supervisor and other Center employees; assist with special assignments or projects as requested.

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

SALARY: $2911.00 - $3866.00 Monthly  
(Commensurate with License, Education and Experience)

POSTING # 724

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. Must be able to travel within Lubbock County, using agency vehicle and/or using personal vehicle, with reimbursement according to agency guidelines. Must be effectively able to communicate, orally, in English and be able to write legibly, professionally and accurately in English. Ability to speak Spanish is 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 insurance.

RESPONSIBILITIES: Provide transportation services to assigned participants, including assisting participants with travel to/from home to scheduled appointments, community and special events, and other assigned outings; Complete pre-trip inspection and report any problems/deficiencies to supervisor and maintenance department; Completing required documentation of services, including but not limited to: service activity logs, transportation logs, mileage logs, incident reports, time sheets and/or P-1’s (as applicable), annual direct-service reports, other related documentation; Communicating verbally and/or in writing to others (including other drivers, direct care providers, nursing staff, the program director, the person served, their family members, etc.) pertinent information to ensure the success of the person served. Participate in the Interdisciplinary (IDT) process and keep member informed of changes in person’s health and well-being; Provide administrative and program support when not transporting program participants; Maintain cleanliness of the interiors of the vehicles. Regulates heating, lighting, and ventilation systems for participant comfort. Maintains safe conditions by complying with traffic regulations, observing traffic conditions, avoiding dangerous situations and enforcing passenger safety rules. Work is performed under the direct supervision of The Transportation Coordinator, with limited latitude for the use of initiative and independent judgment. Complete required documentation; and assist the supervisor or other Center Staff with special projects or assignments as needed or requested.

Hours: 8:30am – 3:30pm, with flexibility to meet customer and program needs.  

SALARY: $9.61 Hourly
POSTING # 725

VEHICLE DRIVER II/Transportation Aide
DEPARTMENT: SilverStar Health Network
UNIT: SilverStar Program

SALARY: $1666.00 Monthly

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. Must be able to travel within Lubbock County, using agency vehicle and/or using personal vehicle, with reimbursement according to agency guidelines. Must be effectively able to communicate, orally, in English and be able to write legibly, professionally and accurately in English. Ability to speak Spanish is 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 insurance.

RESPONSIBILITIES: Provide transportation services to assigned participants, including assisting participants with travel to/from home to scheduled appointments, community and special events, and other assigned outings; Complete pre-trip inspection and report any problems/deficiencies to supervisor and maintenance department; Completing required documentation of services, including but not limited to: service activity logs, transportation logs, mileage logs, incident reports, time sheets and/or P-1’s (as applicable), annual direct-service reports, other related documentation; Communicating verbally and/or in writing to others (including other drivers, direct care providers, nursing staff, the program director, the person served, their family members, etc.) pertinent information to ensure the success of the person served. Participate in the Interdisciplinary (IDT) process and keep member informed of changes in person’s health and well-being; Provide administrative and program support when not transporting program participants; Maintain cleanliness of the interiors of the vehicles. Regulates heating, lighting, and ventilation systems for participant comfort. Maintains safe conditions by complying with traffic regulations, observing traffic conditions, avoiding dangerous situations and enforcing passenger safety rules. Work is performed under the direct supervision of The Transportation Coordinator, with limited latitude for the use of initiative and independent judgment. Complete required documentation; and assist the supervisor or other Center Staff with special projects or assignments as needed or requested.

Hours: 40-hours per week, between 7:30am – 5:30pm, with flexibility to meet program needs.

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