



Coastal Plains Community Center

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200 Marriot Drive
P.O. Box 1336
Portland, Texas 78374
www.coastalplainsctr.org

Bulletin 856

August 18, 2017 – August 25, 2017

Applications Accepted: Mon.-Thur., 8:00am-5pm and Fri. 8:00am–4:00pm. Applicants **MUST** show their **ORIGINAL** Social Security card and **CURRENT** Texas driver's license and submit a completed **ORIGINAL** job application to be considered for employment. Applications must be received by 4:00pm on the closing date at 200 Marriott Dr., Portland, Texas 78374 to be eligible for consideration. Resumes **NOT ACCEPTED** in lieu of an application. **Will not accept faxed applications.**

We are an Equal Opportunity/ADA/Affirmative Action Employer

Requirements:

Every person hired at Coastal Plains Community Center is considered an employee of the Center regardless of who made the offer of employment. Employment assignments may change due to budgetary, disciplinary, or administrative reasons. All changes in employment assignments will be handled in accordance with laws prohibiting any form of discrimination. All positions require the ability to work flexible hours and days as needed.

Positions requiring specific academic achievement and/or specific course attainment will require you to attach a copy of a transcript, certification and/or License to your application. All other positions will require verification of high school diploma or GED.

As per the Immigration Reform and Control Act of 1986 (§1200) all applicants for employment are required to provide documents that provide proof of employment authorization and identity. (Social Security Card, Driver's License, and (or) alternate documents as per regulations).

Criminal convictions involving personal injury, threat to another person, drug related offenses, etc., may make you ineligible for employment at Coastal Plains Community Center. Names of prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Falsification of the application for employment is grounds for dismissal, if employed.

For positions that require travel/driving, applicants must maintain a class "C" driver's license with a favorable driving record as evidenced by DPS Moving Violation report.

Coastal Plains Community Center is a DRUG FREE WORKPLACE. Effective August 1, 1996, before employment, all applicants are given a "conditional" offer of employment and will be required to take and pass a drug test. Physical assessment tests will be required for certain positions.

Effective July 1, 2002, all applicants for employment will be notified that prior to an offer of employment, they will be screened for previous confirmation of a class I confirmed incident or incidents of abuse or neglect against a consumer or consumers. Applicants with a confirmed history of abuse or neglect will not be considered for employment.

Coastal Plains Community Center is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, citizenship status or special disabled veteran's status. Veterans Preference Applicable. Coastal Plains provides TTY services through Relay Texas. The State of Texas is an At Will State. Accordingly, Coastal Plains is an At Will Employer. Both the employee and the center may terminate the employment relationship at anytime with or without cause.

Case Manager I,II,III
Three Rivers MH
Monday-Friday 8am-5pm (Flex)
\$2472.00-\$3143.00 Monthly
Closing: August 25, 2017
Posting: #914



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION: Works as a member of an integrated treatment team. Staff is responsible for providing rehabilitation, Crisis services and support services, to Adult and Youth and Family consumers identified with severe and persistent mental illness. Services provided to individuals in authorized level of care include Pharmacological management services, and rehabilitation services. Nature of work requires frequent in-person, long-term contact with individuals, family members, and service providers. Job performance requires an automobile, extensive travel, and flexible hours to provide services. Job also requires staff to facilitate skills activities in a group or individual setting to clients served by Coastal Plains Community Center. Works under the supervision of the Clinic Director or designee. Job requires high level of clinical skills necessary for independent judgment

MINIMUM QUALIFICATIONS:

A Bachelor's Degree from an accredited college or university with a major in Social or Behavioral Health defined as psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human growth and development, physician assistant, gerontology, special education, educational psychology, early childhood education, or early childhood intervention. Salary is commensurate with education and experience per Coastal Plains Community Center's career ladder. Class C operators license with evidence of a good driving record required.

PREFERRED REQUIREMENTS:

1. Knowledge of Microsoft office and basic computer skills as demonstrated by a performance exam.
2. Able to communicate orally in Spanish.
3. One year experience in MH case management/rehab skills training.
4. Demonstrates knowledge of local support services available in Beeville to persons served.

Quality Management Director
Portland Admin
Monday-Friday 8am-5pm (Flex)
\$4900.00 Monthly
Closing: August 31, 2017
Posting: #921



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION: This employee works under the general direction of the Executive Director. This position will assist in the development and implementation of quality improvement activities for the Center to include integrated services for behavioral health, physical health and substance abuse services. The position is responsible for assisting in the development and oversight of policies and procedures; quality and compliance reviews; statistical analysis of data, to include participation in utilization management; and team collaboration to develop quality improvement plans/activities to achieve outcomes. Must have knowledge of state and federal rules, regulations and performance contracts related to CPCC services. This position requires good communication skills, knowledge of consumer rights; advocacy skills; mediation abilities and compliance with HIPAA. Must be able to work independently with staff, community members and contractors. This position is responsible for the management of the center's Client Rights Officer, the Director of Staff development and the Center's Community Relations Coordinator. Some travel will be required, reliable transportation and insurance coverage required

MINIMUM QUALIFICATIONS:

Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university with a major appropriate to the requirements of the position (psychology, social work, social services, behavioral or physical health), plus six (6) years of experience in a responsible administrative or managerial position in the administration of a program related to the duties of the position. Proficiency in Microsoft Office, to include Excel and/or other data systems. Class C operator's license with evidence of a good driving record.

PREFERRED REQUIREMENTS:

- Master's degree in related field
- Knowledge of Microsoft Office, especially Excel and computer skills
- One year experience in behavioral health case management (either MH or IDD) or
- Previous experience in quality management or data management in behavioral health services
- Ability to communicate verbally in English and Spanish

LVN II
Rockport/Aransas Pass MH
Monday-Friday 8am-5pm (Flex)
\$2472.00-Monthly
Closing: August 25, 2017
Posting: #922



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION: The position of Licensed Vocational Nurse is designed to ensure the effective and efficient delivery of nursing services to consumers of Coastal Plains Community MHMR Services at times in the various sites in a 9 county area. Coordinates and assists the clinic physician/psychiatrist on scheduled clinic days; coordinates medication services to consumers – to include injections. Completes medical-related assessments, labs, and EKGs. Serves adult and children services; reports clinically to Director of Nursing and administratively to Clinic Director.

MINIMUM QUALIFICATIONS:

Must be a licensed vocational nurse from an accredited vocational nursing school, and must have a current valid license in the state of Texas.

PREFERRED REQUIREMENTS:

- 1.) Knowledge of psychotropic medication and first aid.
- 2.) Knowledge of Microsoft office and basic computer skills.
- 3.) Maintain class “C” license with less than 10 penalty points

Data Entry Clerk
Portland
Monday-Friday 8:00 am-5:00 pm (Flex)
\$1971.00 Monthly
Closing: August 25, 2017
Posting: #923



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION:

Position is responsible for

- Compiles, sorts, and verify accuracy of data to be entered.
- Obtains further information for incomplete/erroneous documentation
- Enters alphabetic and/or numeric data from source documents into medical record and billing systems.
- Compares data entered with source documents to detect errors. Makes corrections as needed.
- Keeps record of work completed.
- Updates consumer insurance information in medical record
- Reports to the Director of Authority Functions.

MINIMUM QUALIFICATIONS:

Any combination of education and experience equivalent to high school graduation or GED, plus six (6) months experience in ADP record control work (data entry)

PREFERRED REQUIREMENTS

- Knowledge of methods and machines used in data entry/processing.
- Ability to learn and prepare machine operations: learn, understand and apply increasingly complex operational procedures and perform detail work rapidly and accurately.
- Knowledge of basic mathematical computations.
- Ability to plan/organize workload to comply with established deadlines.
- Ability to communicate effectively orally and in writing.
- Good time management skills.