



Coastal Plains Community Center

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

Bulletin 834

Job March 17, 2017- March 24, 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.

Beeville Clinic Director
Beeville MH
Monday-Friday 8:00 am-5:00 pm (Flex)
\$3912.00-\$4302.00 Monthly
Closing: March 24, 2017
Posting: #894



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION:

The Clinic Director reports to and works under the guidance and supervision of the MH Integrated Services Director. Responsibilities include program development, implementation, monitoring, budgeting, and evaluation of the provision of direct services for the chronically and severely mentally ill of Bee and Live Oak counties. Will carry out (1) local management and administrative activities; (2) supervision and coordination of staff to include monitoring of worker productivity and documentation; (3) delivery of direct services as dictated by consumers benefit package in TRR and Center targets (minimum); and (4) be involved in community education and interagency coordination. The Clinic Director must exercise significant latitude for independent judgment and decision- making.

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, plus Three (3) years of experience in a responsible administrative or managerial position in the administration of a program related to the duties of the position.

PREFERRED REQUIREMENTS

- 1. Demonstrates knowledge of available services in the Beeville and Live Oak counties for clients served.**
- 2. A Master's Degree**
- 3. Management experience working in an outpatient setting.**
- 4. Holds a license as an LPC, LMSW-ACP, licensed psychologist, LMFT.**
- 5. Knowledge of Microsoft office, excel, and computer skills as demonstrated by performance exam.**
- 6. Live within a 30 minute commute from the Beeville clinic.**

Service Coordinator
Portland / Beeville IDD
Monday-Friday 8am-5pm (Flex)
\$2472.00-\$3143.00 Monthly
Closing: March 31, 2017
Posting: #901



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION: Provides ongoing service coordination services. Serves a link between the individual, the service system and the community. Performs service coordinator duties as addressed in service coordination, TXHML & HCS principles, PASRR policies and procedures, GR and Center polices. Salary is commensurate with education and experience per Coastal Plains career ladder. Work requires frequent use of initiative and independent judgment. The job requires extensive travel and flexible hours and schedules. Participates in 24-hour on-call system. Reports to Director of IDD Authority Services.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university with a major in a Social, Behavioral Health or Human Services which is defined as psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human growth and development, gerontology, educational psychology, education, and criminal justice. Salary is commensurate with education and experience per Coastal Plains career ladder. Must maintain class "C" driver's license with evidence of a good driving record.

PREFERRED REQUIREMENTS

1. Case Management or Social Work experience
2. Ability to communicate in Spanish
3. Knowledge of computer programs
4. Good organizational skills