



# Coastal Plains Community Center

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[www.coastalplainsctr.org](http://www.coastalplainsctr.org)

Bulletin 844

Job May 26, 2017- June 2, 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: June 2, 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.**

Case Manager I,II,III  
Three Rivers MH  
Monday-Friday 8am-5pm (Flex)  
\$2472.00-\$3143.00 Monthly  
Closing: June 2, 2017  
Posting: #907



## **APPLICANT QUALIFICATIONS**

**GENERAL DESCRIPTION:** Works as a member of an integrated treatment team. Staff is responsible for providing rehabilitation, and support services, to adult and children consumers identified with severe and persistent mental illness. Services provided to individuals in authorized service package 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 CPCC. Works under the supervision of the Clinic Director or designee. Job requires high level of clinical skill necessary for independent judgement.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university with a major in social, behavioral health, or human services. Salary is commensurate with education and experience per Coastal Plains career ladder.

### **PREFERRED REQUIREMENTS:**

1. Knowledge of Microsoft office and basic computer skills
2. Able to communicate orally in Spanish.
3. One year experience in MH case management/rehab skills training.
4. Maintain class "C" license with less than 10 penalty points
5. Lives in Bee or Live Oak County.
6. Master's Degree in behavioral health field

**TCOOMMI Case Manager**  
**Portland MH**  
**Monday-Friday 8:00 am-5:00 pm (Flex)**  
**\$3143.00 Monthly**  
**Closing: June 2, 2017**  
**Posting: #908**



## **APPLICANT QUALIFICATIONS**

### **GENERAL DESCRIPTION:**

Provides intensive and ongoing service coordination services and rehabilitative (skills training) service to a specialized caseload of 12 to 15 youth consumers. Performs service coordinator functions as the link between the individual, the service system, the community and the criminal justice system. Performs case management duties as addressed in the TCOOMMI Juvenile PGP standards, and P/P of the Center. Must have the ability to work closely and communicate effectively with the Juvenile SNDP Officer. Individual must be dependable, responsible, energetic, and have the ability to multi-task. Requires some evening work with flexible hours and schedule.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited university or college with a major in Social, Behavioral Health or Human Services. Current driver's license without stipulations in the State of Texas. Must pass the TCIC/NCIC background check required by TCOOMMI.

### **PREFERRED REQUIREMENTS**

1. Experience working in Mental Health case management/rehabilitative services.
2. Ability to have a collaborative working relationship with Juvenile Probation.
3. Excellent verbal and written communication.
4. Lives within a 30 mile radius of Portland, TX
5. Ability to work under pressure and meet deadlines.
6. Has reliable transportation.

Case Manager I,II,III (Adult)  
Taft MH  
Monday-Friday 8am-5pm (Flex)  
\$2472.00-\$3143.00 Monthly  
Closing: June 2, 2017  
Posting: #909



## APPLICANT QUALIFICATIONS

**GENERAL DESCRIPTION:** Works as a member of an integrated treatment team. Staff is responsible for providing rehabilitation, and support services, to Adult consumers identified with severe and persistent mental illness. Services provided to individuals in authorized levels of care include rehabilitation, case management, supported housing and supported employment services. The work requires frequent in-person, long-term contact with individuals, family members, and other 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 CPMC. Works under the supervision of the Clinic Director or designee. Job requires high level of clinical skill necessary for independent judgement.

### MINIMUM QUALIFICATIONS:

Bachelor's Degree from an accredited college or university with a major in Social, Behavioral Health, or Human Services. Salary is commensurate with education and experience per Coastal Plains career ladder. Class C operator's license with evidence of a good driving record.

### PREFERRED REQUIREMENTS:

1. Knowledge of Microsoft office and basic computer skills
2. Maintain class "C" license with less than 10 penalty points
3. Lives within a 30 minute commute from the Taft clinic.

**Medical Records Specialist**  
**Portland MH**  
**Monday-Friday 8am-5pm (Flex)**  
**\$2081.00 Monthly**  
**Closing: June 16, 2017**  
**Posting: #910**



## **APPLICANT QUALIFICATIONS**

**GENERAL DESCRIPTION:** The Record Specialist provides services to the Center and support for Services Coordinator/Professional staff. Duties include but are not limited to secretarial duties, establishing and maintaining records, providing assistance to Service Coordinators for coordination of ISP/PDP, typing, filing, copying and assistance with organizing and scheduling needed activities. Position is supervised by IDD Authority Services Director. Position is stationed in Portland.

### **MINIMUM QUALIFICATIONS:**

Any combination of education and experience equivalent to high school graduation or GED, plus two (2) years' experience in the field of work related to the duties of the position.

### **PREFERRED REQUIREMENTS:**

1. Good organizational skills.
2. Good time management skills.
3. Independent in record management skills.
4. Good oral and written communication skills.
5. Knowledge of filing system.
6. Computer literate, specifically in Microsoft Word and related applications.
7. Must maintain a Class C operator's license with evidence of a good driving record