



Coastal Plains Community Center

Tel: (361)777-3991

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

Bulletin 846

Job June 9, 2017- June 16, 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 (Adult)
Taft MH
Monday-Friday 8am-5pm (Flex)
\$2472.00-\$3143.00 Monthly
Closing: June 16, 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
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