



Coastal Plains Community Center

Tel: (361)777-3991

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

Bulletin 859

September 8, 2017 – September 15, 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.

LVN II
Rockport/Aransas Pass MH
Monday-Friday 8am-5pm (Flex)
\$2472.00-Monthly
Closing: September 8, 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

Case Manager I,II,III

Alice

Monday-Friday 8:00 am-5:00 pm (Flex)

\$2472.00-\$3143.00 Monthly

Closing: September 11, 2017

Posting: #924



APPLICANT QUALIFICATIONS:

GENERAL DESCRIPTION:

Works as a member of an integrated treatment team. Staff is responsible for providing rehabilitation, and support services, to 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 casemanagement/rehab skills training.
- 4.) Maintain class "C" license with less than 10 penalty points
- 5.) Lives within a 30 minute commute from the Alice clinic.
- 6.) Master's degree in major of social, behavior health or human services.

Secretary III
Beeville MH
Monday-Friday 8:00 am-5:00 pm (Flex)
\$1971.00 Monthly
Closing: September 22, 2017
Posting: # 925



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION:

The secretary III performs moderately complex secretarial/technical services for various professional staff. Job duties include medical transcription, data entry, and record management: mail processing, supply requisition, distribution/cashier duties and assembles/organizes information for supervisor. Supervises Secretary II position and Medical records, which may perform portion of these duties listed and assumes workload in the absence of Secretary II or Medical Records. This position reports directly to the Clinic Director

MINIMUM QUALIFICATIONS:

Any combination of education and experience equivalent to high school graduation or GED, plus one (1) year experience in secretarial work.

PREFERRED REQUIREMENTS:

- 1. Knowledge of Microsoft word and excel**
- 2. Local residency within 30 minutes of duty station**
- 3. Ability to communicate in Spanish**
- 4. Reliable transportation with valid insurance**
- 5. One (1) year experience in supervisory capacity**
- 6. One (1) year of Office Management experience**
- 7. One (1) year experience working with people with disabilities**
- 8. Able to type 50 wpm**