



# Coastal Plains Community Center

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P.O. Box 1336  
Portland, Texas 78374  
[www.coastalplainsctr.org](http://www.coastalplainsctr.org)

Bulletin 865

October 20, 2017 – October 27, 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.

**General Ledger Accountant  
Portland Admin  
Monday-Friday 8am-5pm (Flex)  
\$3553.50 Monthly  
Closing: November 03, 2017  
Posting: #927**



## **APPLICANT QUALIFICATIONS**

### **GENERAL DESCRIPTION:**

Responsible for timely and accurate general ledger transactions, including adjustments and reclassifications. Reconciles balance sheet accounts. Supervises accounts payable functions and releases electronic payments. Performs monthly bank reconciliations. Assists preparing reports for management and to meet contract requirements.

### **MINIMUM QUALIFICATIONS:**

College Degree with a minimum of 12 hours of college accounting courses, plus two (2) years experience as an Accountant responsible for general ledger functions.

### **PREFERRED REQUIREMENTS:**

1. Proficient with Microsoft Excel and Windows based accounting software.
2. Knowledge of MS Word.
3. Knowledge of accounts payable processing, revenue recognition, and account analysis of complex accounting data.
4. Prefer at least one (1) year experience with Governmental Accounting.

**TCOOMMI Program Director**  
**Portland Admin**  
**Monday-Friday 8am-5pm (Flex)**  
**\$3553.50 Monthly**  
**Closing: November 03, 2017**  
**Posting: #931**



## **APPLICANT QUALIFICATIONS**

### **GENERAL DESCRIPTION:**

The TCOOMMI Program Director reports to and works under the guidance and supervision of the Taft MH Clinic Director. Responsibilities include program development, program budgets, implementation, monitoring, and evaluation of the provision of direct services for adult offenders with a serious mental illness and juvenile offenders with a serious emotional disorder. Provides management and administrative activities; supervision and coordination of staff to include monitoring of worker productivity and documentation; delivery of direct services as dictated by both HHSC and TCOOMMI contracts; and involvement in community education and interagency coordination. Position will also be responsible for collaborating with the Center's Youth and Family community resource and coordination groups (CRCG). The 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 in a field related to the position, plus three (3) years of experience relevant to the duties to be performed. Applicant must be able to pass the Texas Department of Criminal Justice Pre-Employment TCIC/NCIC background check.

### **PREFERRED REQUIREMENTS:**

1. Demonstrates knowledge of available services in the Center's nine (9) county catchment areas.
2. A Master's Degree
3. Management experience working with clients in an outpatient setting.
4. Knowledge of Microsoft office, excel, and computer skills as demonstrated by performance exam.
5. Experience working closely with other agencies/stakeholders in the Center's catchment area.