



Coastal Plains Community Center

Tel: (361)777-3991

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

Bulletin 867

November 03, 2017 – November 10, 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 (Youth)
Rockport MH
Monday-Friday 8am-5pm (Flex)
\$2472.00-\$3143.00 Monthly
Closing: November 10, 2017
Posting: #926



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 CPC. 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 Rockport clinic.
- 6.) Master's degree in major of social, behavior health or human services.

**General Ledger Accountant
Portland Admin
Monday-Friday 8am-5pm (Flex)
\$3553.50 Monthly
Closing: November 10, 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.

Medical Records Clerk
Rockport MH
Monday-Friday 8am-5pm (Flex)
\$2081.00 Monthly
Closing: November 10, 2017
Posting: #929



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION: The Records Specialist provides services to the Center and support for Services Coordinator/Professional staff. Duties include but are not limited to secretary duties, supervision of secretary II's and other support staff, maintaining and scanning records, providing assistance to Service Coordinators for coordination of consumer services, typing, filing, copying and assistance with organizing and scheduling needed activities. Position also performs moderately complex secretarial/technical services for various professional staff. This position also assumes workload in the absence of Secretary II. This position reports directly to the Rockport Clinic Director.

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.) Knowledge of Microsoft word and Excel
- 2.) Local residency is within 15 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.

LVN II
Rockport/Aransas Pass MH
Monday-Friday 8am-5pm (Flex)
\$2472.00-Monthly
Closing: November 10, 2017
Posting: #932



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION:

The position of Licensed Vocational Nurse, Mental Health Services, is designed to ensure the effective and efficient delivery of nursing services to mental health consumers enrolled in Coastal Plains Community Center. LVNs coordinate and assist the clinic psychiatrist on scheduled clinic days; coordinates medication services to consumers, to include injections and medication education. LVNs complete medical related assessments and coordinate and guide flow of information regarding EKG's and lab results. The LVN is responsible for the coordination of the clinic's Patient Assistance Program (PAP). The LVN serves both the needs of adult and child services. Reports clinically to the Director of Nursing and administratively to the assigned Clinic Director.

MINIMUM QUALIFICATIONS:

Graduate from accredited school of nursing. Holds current unrestricted license as a licensed vocational nurse in the State of Texas. Ability to maintain Class C driver's license with less than 10 penalty points

PREFERRED REQUIREMENTS:

1. Applicant has knowledge in Office, Outlook and Excel.
2. Applicant lives in Rockport.
3. Applicant has experience working in an outpatient setting.
4. Applicant has experience working with individuals diagnosed with a mental illness.

Direct Care Staff (Human Services Tech)
Odem Group Home
Friday 2pm-10pm, Sat & Sun 6am-10pm
\$1690.00-\$1971.00 Monthly
Closing: November 17, 2017
Posting: #933



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION:

This position is primarily responsible for supports and training to individuals with intellectual and developmental disabilities in a group home setting. Position is responsible for implementing training strategies, transporting in van, providing job coaching/ training when necessary, community support services, accompanying individuals to Dr. appointments, and assisting consumers with self-help skills and other activities of daily living. Other job duties include required documentation and complying with all applicable rules and regulations. This position is under the immediate supervision of the group home manager.

MINIMUM QUALIFICATIONS:

1. High School diploma or GED certificate.
2. One year experience working with individuals with intellectual, physical and/ or developmental disabilities. (College hours may be substitute for experience).
3. Must possess Class C operator's license with proof of liability insurance.

PREFERRED REQUIREMENTS:

1. Experience working with person's with intellectual disabilities.
2. Work history demonstrating an ability to work under minimal supervision
3. Stable work record demonstrated by longevity with previous employer (two years or longer)
4. Local residency within 20 minutes commute of duty station.

Peer Provider (Human Services Tech)
Alice MH
Part-Time M-F 8am-12pm (Flex)
\$984.50 Monthly
Closing: November 17, 2017
Posting: #934



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION:

Performs routine rehabilitative consumer care work. Provides support, information, referrals, follow-up, engagement services, and participates as a treatment team member. Maintain data indicating the number of referrals, resources, unmet needs of peers and barriers to obtaining services for all interested parties. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Provides group and individual services to consumers each month.

MINIMUM QUALIFICATIONS:

Minimum of High School Diploma or G.E.D. plus one cumulative year of receiving mental health community services for a disorder that is treated in the target population for Texas. Must be a Certified Peer Specialist (CPS) and have successfully completed the Via Hope peer specialist training.

PREFERRED REQUIREMENTS:

1. Current class C operator's license with a good driving record.
2. Local residency is within 20 minutes to duty station.
3. Work history, which demonstrates an ability to work under minimal supervision.
4. Ability to communicate in Spanish.
5. Reliable transportation with valid insurance.

Case Manager I,II,III (Youth & Family)
Alice MH
Monday-Friday 8am-5pm (Flex)
\$2472.00-\$3143.00 Monthly
Closing: November 17, 2017
Posting: #935



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION: Works as a member of an integrated treatment team. Staff is responsible for providing rehabilitation, and support services, to Youth and Family 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 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.

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 within a 30 minute commute from the Alice clinic.
- 6.) Master's degree in major of social, behavior health or human services.