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, 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.
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 Coastal Plains Community Center. Works under the supervision of the Clinic Director or designee. Job requires high level of clinical skill necessary for independent judgment.

MINIMUM QUALIFICATIONS:
1. A Bachelor’s Degree from an accredited college or university with a major in Social, Behavioral, or Human Services which is defined as psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human growth and development, physician assistant, gerontology, special education, educational psychology, early childhood education, or early childhood intervention. Salary is commensurate with education and experience per Coastal Plain’s 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 adult 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 behavioral health field
APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION:
Provides ongoing service coordination services. Serves as a link between the individual, the service system and the community. Performs service coordinator duties as addressed in service coordination policies and procedures, TXHML & HCS principles, GR and Center policies. Work requires frequent use of initiative and independent judgment. The job requires extensive travel and flexible hours and schedules. Participates in 24-hour on-call system. Reports to Director of IDD Authority Services.

MINIMUM QUALIFICATIONS:
1. A Bachelor’s Degree from an accredited college or university with a major in Social, Behavioral, or Human Services which is defined as psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human growth and development, gerontology, educational psychology, education, and criminal justice. Salary is commensurate with education and experience per Coastal Plain’s career ladder.
2. Must maintain a class “C” driver’s license with evidence of a good driving record.

PREFERRED REQUIREMENTS
1. Case management or social work experience.
2. Ability to communicate in Spanish.
3. Knowledge of computer programs.
4. Good organizational skills.
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 Kingsville but will also travel to Alice.

MINIMUM QUALIFICATIONS:
1. Any combination of education and experience equivalent to high school graduation or GED.
2. Two (2) years of 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.
APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION:
Performs moderately complex Human Resources clerical work. Primary switchboard/receptionist for Center. Work involves placing, answering, and transferring local and long distance calls, crisis calls, taking messages and performing related dispatch duties and/or clerical/secretarial tasks. Additionally this position includes coordination/administering pre-employment tests to include Substance Abuse, Criminal History Clearance, Client Abuse/Neglect, Employee Misconduct Registry, and Driver’s License checks. Maintains Human Resource pre-employment records and provides job vacancy information to current and prospective employees. Provides employment information and appropriate forms to applicants or employees; reviews forms for completeness. Screen applicants; maintains job applications and distributes weekly employment bulletins. Computes statistical information (as needed) for reports on employment practices, Equal Opportunity requirements or other employment concerns. Enters, verifies, and retrieves data from a computerized Human Resources record keeping system (ABRA). Prepares provisional job descriptions for New Hires. Provides primary mail processing. Provides backup coverage in the HR department. Works under general supervision of the Human Resource Manager with moderate latitude for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS:
1. High school graduation or GED.
2. One (1) year of full-time paid employment in clerical work, six (6) months of which must have been in a position that provided a working knowledge of Human Resource operations, wage and salary administration or related areas.

PREFERRED REQUIREMENTS
1. Ability to operate personal computer utilizing MS Word, Windows, Excel, ABRA, and other applicable software.
2. Ability to maintain database and related files.
3. Ability to coordinate/prioritize job tasks (functions).
4. Ability to compile information and retrieve in report format.
5. Knowledge of Human Resource Services Operating Policies and Procedures, EEO, ADA, FLSA, etc.
6. Ability to promote harmony among staff and general public and maintain open lines of communication.
7. Emotional stability, sound judgment and personal integrity.
8. Ability to communicate effectively both orally and in written format.
9. Ability to work independently especially in the absence of the supervisor.
10. Maintain a good driving record as demonstrated on the DPS Driver’s License Check.
11. Ability to plan, organize and follow operations pertinent to Human Resources and pre-employment.
12. Ability to work under pressure and meet deadlines.
13. Ability to project a professional demeanor.