



# Coastal Plains Community Center

Tel: (361)777-3991

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

Bulletin 1000

September 18, 2020 – September 25, 2020

**Applications Accepted via our website [www.coastalplainsctr.org](http://www.coastalplainsctr.org).** Applicants can upload their Social Security card, **CURRENT** Texas driver's license and a copy of transcripts to be considered for employment. Applications must be received by closing date to be eligible for consideration. Resumes are **NOT ACCEPTED** in lieu of an application. **We 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.

**Youth Case Manager II, III**  
**Alice, TX**  
**Monday-Friday 8am-5pm (Flex)**  
**\$ 2,783.00 - \$3143.00 Monthly**  
**Posting: #2016**  
**Until Filled**



**Coastal Plains Community Center is committed to providing a Trauma-informed environment for everyone who comes through our doors.**

**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 level of care 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 Youth and Family program manager or designee. Job requires high level of clinical skills necessary for independent judgment.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university with a major in a Social, Behavioral Health or Human Services. Salary is commensurate with education and experience per Coastal Plains career ladder.

**PREFERRED REQUIREMENTS:**

1. Excellent computer skills and knowledge of Microsoft office applications.
2. One-year experience with youth, adolescents and families
3. Able to communicate orally in Spanish
4. One-year experience in MH case management/rehab skills training
5. Master's Degree in major of social, behavioral health or human services.
6. Maintain class "C" license with less than 10 penalty points
7. Lives within a 30 minute commute from the Alice clinic

**LVN II  
Portland  
Monday-Friday 8-5  
\$2758.00 Monthly  
Posting: #2013  
Until Filled**



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**APPLICANT QUALIFICATIONS:**

**GENERAL DESCRIPTION:**

The position of Licensed Vocational Nurse is designated to ensure the effective and efficient delivery of nursing services to **IDD** consumers of Coastal Plains Community Center. The LVN is responsible for providing nursing care and treatment, and monitoring and assisting individuals in all areas of health. The LVN participates as a member of the interdisciplinary team, complies with HCS health related principles, including training and education of staff and consumers. Also responsible for on-call phone consults from group home on nights and weekends. This position reports directly to the Director of Nursing for **IDD** services.

**MINIMUM QUALIFICATIONS:**

Current and valid license to practice as an LVN in the State of Texas

Current and valid Texas type "C" driver's license.

**One year of experience or related experience as an LVN serving an IDD population.**

**PREFERRED REQUIREMENTS:**

1. Knowledge of nursing standards both state and HCS.
2. Ability to perform focused nursing assessments
3. Ability to provide teaching and over-site to non-licensed paid staff who provide delegated nursing care to Consumers
4. Ability to clearly communicate to both staff and consumers
5. Ability to utilize computer-based data base for documentation

**LPHA -EO**  
**Aransas Pass**  
**Monday -Friday 8-5**  
**\$4302.00 Monthly**  
**Posting: #2015**  
**Closing: Until Filled**



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**APPLICANT QUALIFICATIONS:**

**GENERAL DESCRIPTION:**

The position is responsible for assessment and intake for individuals requesting mental health services. Position also provides counseling services to individuals enrolled in the Center's Early Onset program and serves as the Early Onset Team Lead. Works under limited supervision with considerable latitude for the use of initiative and independent judgement. Work is community and site based. This position reports to Rockport/AP Clinic Director.

**MINIMUM QUALIFICATIONS:**

Current license in the State of Texas for any one of the following:

- LPC - Licensed Professional Counselor
- LMSW/ACP- Licensed Master of Social Work/Advance Clinical Practice
- Licensed Clinical Social Worker
- Licensed Psychologist
- LMFT

Must Have a current and valid Texas type "C" driver's license, with less than 10 penalty points.

**PREFERRED REQUIREMENTS:**

1. Four plus years' experience providing CBT in an outpatient setting
2. Ability to clearly communicate orally in Spanish
3. Ability to utilize Microsoft Office and basic computer-based skills

**Youth Case Manager II, III**  
**Taft, TX**  
**Monday-Friday 8am-5pm (Flex)**  
**\$ 2,783.00 - \$3143.00 Monthly**  
**Posting: #2019**  
**Until Filled**



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**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 level of care 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 Youth and Family program manager or designee. Job requires high level of clinical skills necessary for independent judgment.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university with a major in a Social, Behavioral Health or Human Services. Salary is commensurate with education and experience per Coastal Plains career ladder.

**PREFERRED REQUIREMENTS:**

1. Excellent computer skills and knowledge of Microsoft office applications.
2. One-year experience with youth, adolescents and families
3. Able to communicate orally in Spanish
4. One-year experience in MH case management/rehab skills training
5. Master's Degree in major of social, behavioral health or human services.
6. Maintain class "C" license with less than 10 penalty points
7. Lives within a 30 minute commute from the Taft clinic

**Facility Safety Technician**  
**Alice, TX**  
**Monday-Friday: Part time**  
**\$ 1248.00 Monthly**  
**Posting: #2024**  
**Closes: 09/25/2020**



Coastal Plains Community Center is committed to providing a Trauma-informed environment for everyone who comes through our doors.

### APPLICANT QUALIFICATIONS:

#### GENERAL DESCRIPTION:

Work involves providing a safe sanitized work environment. Performs routine custodial duties in accordance with Center Infection Control procedures. Promotes Center safety program by identifying and correcting maintenance related to facility and fleet scheduled repairs. Demonstrates the ability to move furniture and office equipment using proper ergonomic techniques. Also responsible for occasional transportation to both Adults and Children who are receiving services at the Center. This position is also responsible for keeping and maintaining the facilities' exterior environment to include groundskeeping. Works with minimal supervision, utilizing personal judgment to ensure clients' and staffs' safety needs are met by ensuring the condition of the workplace environment. This position reports to the Clinic Director or designee. Other duties as assigned.

#### MINIMUM QUALIFICATIONS:

High School Diploma or GED certificate. Current Class C operator's license with a good driving record as evidenced by verification of driving record through DPS plus two (2) years' of experience of a varied nature in building repair and maintenance.

#### PREFERRED REQUIREMENTS:

1. Knowledge of motor vehicle operations, or passenger loading and unloading methods, traffic regulation, and of the maintenance of motor vehicles.
2. Ability to follow sanitization, schedules described in the Center's infection control policy, and fleet preventative maintenance.
3. Knowledge of light building maintenance/repairs to include light fixtures, air handler filters, paint and other cosmetic repairs.
4. Knowledge of vehicle and building maintenance and ability to monitor maintenance needs.
5. Ability to move furniture and/or office equipment without injury to staff or property damage.

**Facility Safety Technician**  
**Alice, TX**  
**Monday-Friday 8am-5pm**  
**\$ 2081.00 Monthly**  
**Posting: #2025**  
**Closes: 09/25/2020**



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### APPLICANT QUALIFICATIONS:

#### GENERAL DESCRIPTION:

Work involves providing a safe sanitized work environment. Performs routine custodial duties in accordance with Center Infection Control procedures. Promotes Center safety program by identifying and correcting maintenance related to facility and fleet scheduled repairs. Demonstrates the ability to move furniture and office equipment using proper ergonomic techniques. Also responsible for occasional transportation to both Adults and Children who are receiving services at the Center. This position is also responsible for keeping and maintaining the facilities' exterior environment to include groundskeeping. Works with minimal supervision, utilizing personal judgment to ensure clients' and staffs' safety needs are met by ensuring the condition of the workplace environment. This position reports to the Clinic Director or designee. Other duties as assigned.

#### MINIMUM QUALIFICATIONS:

High School Diploma or GED certificate. Current Class C operator's license with a good driving record as evidenced by verification of driving record through DPS plus two (2) years' of experience of a varied nature in building repair and maintenance.

#### PREFERRED REQUIREMENTS:

1. Knowledge of motor vehicle operations, or passenger loading and unloading methods, traffic regulation, and of the maintenance of motor vehicles.
2. Ability to follow sanitization, schedules described in the Center's infection control policy, and fleet preventative maintenance.
3. Knowledge of light building maintenance/repairs to include light fixtures, air handler filters, paint and other cosmetic repairs.
4. Knowledge of vehicle and building maintenance and ability to monitor maintenance needs.
5. Ability to move furniture and/or office equipment without injury to staff or property damage.

**Human Services Tech II, III, IV  
Kingsville, TX  
3 Part Time Positions  
\$845.00 to \$985.50 Monthly  
Posting: #2026  
Closing: Until Filled**



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### **GENERAL DESCRIPTION:**

These 3 positions are part-time weekend positions primary responsible for assisting cognitively challenged individuals in a group home setting. This position provides direct care, supervision and training. Duties include transporting individuals, self-help or independent living skills, documentation, maintenance of home, medical appointment and assisting with finances. This position reports to the Director of Waiver Services.

### **MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate. Three (3) years' experience in positions related to the duties of this position.

A valid class "C" Texas Driver's license, with a good driving record as evidenced by a driver's license check.

Position 1: Friday: 10 PM – 10 AM  
Saturday: 10 PM – 10 AM

Position 2: Saturday: 10 AM – 10 PM  
Sunday: 10 AM – 10 PM

Position 3: Saturday: 8 AM – 8 PM  
Sunday: 8 AM – 8 PM

### **PREFERRED REQUIREMENTS:**

1. Work history demonstrating an ability to work under minimal supervision.
2. Stable work record demonstrated by longevity with previous employer.
3. Live with 20 minutes commute of duty station.
4. Previous experience working with persons with cognitive disabilities



**LVN II****Taft****Monday-Friday 8-5 Flex****\$2472.00 Monthly****Posting: #2027****Closed: 09/25/20**

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**APPLICANT QUALIFICATIONS:****GENERAL DESCRIPTION:**

The position of Licensed Vocational Nurse, Mental Health Services, is designated to ensure the effective and efficient delivery of nursing services to mental health consumers enrolled in Coastal Plains Community Center. This position is a great opportunity for individuals looking for a career in behavioral health. The LVNs coordinate and assist the clinic psychiatrist on scheduled clinic days; coordinates medication services and assessments to consumers, to include injections and medication education. The LVN serves both the needs of adult and child services. This position reports clinically to the Director of Nursing and administratively to the assigned Clinic Director.

**MINIMUM QUALIFICATIONS:**

Current and unrestricted valid license to practice as an LVN in the State of Texas

Current and valid Texas type "C" driver's license with less than 10 penalty points.

**PREFERRED REQUIREMENTS:**

1. Lives within 30-minute commute from Clinic
2. Experience working in an outpatient setting
3. Experience working with individuals diagnosed with a mental illness
4. Ability to utilize Office, Outlook and Excel for documentation

**Human Services Tech IV  
Kingsville Group Home  
Monday-Friday 6 AM-2 PM Flex  
\$2081.00 Monthly  
Posting: #2028  
Closed: 09/25/20**



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**APPLICANT QUALIFICATIONS:**

**GENERAL DESCRIPTION:**

The position is based in Kingsville Texas at the Coastal Plains HCS men’s group home. Position is primarily responsible for coordinating and directing group home staff. Also, responsible for scheduling staff assigned to group home and coordinating coverage. Addition job duties are: overall supervision of teaching and assisting persons with intellectual disabilities, supervision with daily activities of money management, cooking safety, nutrition, etc. Position is also responsible for coordinating with nursing for administration of medications and transporting individuals to medical appointments, community activities and other job sites. Documentation of services, medical billing and maintenance of vehicle are also applicable to job duties. This position is under the immediate supervision of the Director of Waiver Services.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or GED Certificate.
2. 4 years’ experience in positions related to the duties of this position.
3. A valid class “C” Texas Driver’s license, with a good driving record as evidenced by a driver’s license check.

**PREFERRED REQUIREMENTS:**

1. Work history demonstrating an ability to work under minimal supervision.
2. Stable work record demonstrated by longevity with previous employer (two years or longer)

**Human Services Tech II, III, IV  
Kingsville Group Home  
Monday-Friday 2 PM – 10 PM  
\$1690.00 to \$1971.00 Monthly  
Posting: #2029  
Closed: 09/25/20**



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**APPLICANT QUALIFICATIONS:**

**GENERAL DESCRIPTION:**

Position is primarily responsible for assisting cognitively challenged individuals in the Kingsville group home. This position provides direct care, supervision and training. Duties include transporting individuals, self-help or independent living skills, documentation, maintenance of home, medical appointment and assisting with finances. This position reports to the Group Home Manager.

**MINIMUM QUALIFICATIONS:**

1. High School diploma or GED
2. Class C driver's license with good driving record as evident by a DL check

**PREFERRED REQUIREMENTS:**

1. Work history demonstrating an ability to work under minimal supervision.
2. Stable work record demonstrated by longevity with previous employer (two years or longer)
3. Lives within 20-minute commute from duty station
4. Previous experience working with individuals with intellectual with cognitive disabilities