



Coastal Plains Community Center

Tel: (361)777-3991

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

Bulletin 999

September 11, 2020 – September 18, 2020

Applications Accepted via our website 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
M-F 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
M-F 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

Adult Case Manager II, III
Alice, TX
Monday-Friday 8am-5pm (Flex)
\$ 2,783.00 - \$3143.00 Monthly
Posting: #2020
Closes: 09/11/2020



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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 Clinic Director. 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. Able to communicate orally in Spanish
3. One-year experience in MH case management/rehab skills training
4. Master's Degree in major of social, behavioral health or human services.
5. Maintain class "C" license with less than 10 penalty points
6. Lives within a 30 minute commute from the Alice clinic

Secretary II
Beeville, TX
Monday-Friday 8am-5pm (Flex)
\$ 1869.00 Monthly
Posting: #2021
Closes: 09/11/2020



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APPLICANT QUALIFICATIONS:

GENERAL DESCRIPTION:

The secretary II performs, routine secretarial tasks with limited latitude for decision-making in carrying out routine phases of the work, which includes receptionist responsibilities, greeting the public, tabulating reports, data entry, editing and typing various types of documents including doctor's dictation and correspondence, distributing mail, maintaining files and communicating (either face to face or by telephone) with the various public of CPCC. The secretary performs other duties as assigned or appropriate to fulfill the needs of the community services center. This position is supervised by the Secretary III who reports to the Clinic Director

MINIMUM QUALIFICATIONS:

Graduation from a standard high school, including or supplemented by a course in typing. Minimum of one (1) year full-time secretarial work experience, knowledge of computers and ability to transcribe from dictation.

PREFERRED REQUIREMENTS:

- 1.) Able to type 60 wpm
- 2.) Knowledge of Microsoft office, word and excel
- 3.) Experience in dictation and data entry
- 4.) Bilingual
- 5.) Switchboard experience
- 6.) Experience with public interface

TCOOMMI (Youth) Case Manager III
Portland, TX
Monday-Friday 8am-5pm (Flex)
\$ 3,143.00 Monthly
Posting: #2022
Closes: 09/18/2020



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APPLICANT QUALIFICATIONS:

GENERAL DESCRIPTION:

Provides a higher level of mental health services to youth clients with a mental health diagnosis who are also being supervised in the community by the juvenile probation department. Worker will regularly meet with youth and families in their homes, community, probation/parole court and at Coastal Plains Center's out patient clinics. Worker will provide case management and skills training services for a case load of 12-15 individuals. Worker will work in partnership with Juvenile probation and have excellent communication skills. Services are intended to stabilize mental health symptoms, reduce risk of recidivism, increase the youth/family's awareness of and participation with community and natural supports, develop self-advocacy and assist with their ability to participate in independent behavioral health services. A high level of detailed electronic documentation is required and adherence to company and state guidelines is expected. The job requires travel for community-based services and provision of a flexible schedule. Will report to the TCOOMMI Program Director.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited university or college with a major in Psychology, Social Work, Sociology or Criminology. Salary is commensurate with education and experience per Coastal Plains career ladder.

PREFERRED REQUIREMENTS:

1. One-year experience working in Mental Health case management/rehabilitative services.
2. Able to communicate orally in Spanish.
3. Excellent verbal and written communication.
4. Lives within a 30-mile radius.
5. Knowledge of Microsoft office and basic computer skills
6. Has reliable transportation and maintains a class "C" license with less than 10 penalty points.

**Coordinator of Day Services North & South
Portland, TX
Monday-Friday 8am-5pm
\$ 3,553.50 Monthly
Posting: #2023
Closes: 09/18/2020**



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APPLICANT QUALIFICATIONS:

GENERAL DESCRIPTION:

This position is responsible for overseeing and developing center and community-based activities to meet consumer goals. Included is overseeing the Human Services Tech, who provides direct care services. Coordinator of Day Services will monitor the ongoing delivery of services at assigned center(s) and in the community by keeping good attendance numbers, providing cost-effective services and maintaining adequate monthly levels of Medicaid billing. Position reports to the Director of IDD Provider Services.

MINIMUM QUALIFICATIONS:

A bachelor's degree from an accredited college or university in rehabilitation, psychology, sociology, education or related discipline, plus three (3) years of experience in the area of Community IDD services.

PREFERRED REQUIREMENTS:

- 1.) Knowledge and experience in the needs and characteristics associated with the IDD target population.
- 2.) Proficient computer skills to perform job functions.
- 3.) One (1) year experience with coordinating PDP plans.
- 4.) Previous managerial experience.
- 5.) Ability to demonstrate knowledge on the importance of productivity, time management, and organizational skills.
- 6.) Ability to supervise and train personnel.
- 7.) Ability to maintain a Class C license with less than ten (10) penalty points
- 8.) Three (3) years' experience in the area of Community IDD services.

Facility Safety Technician
Alice, TX
Monday-Friday: Part time
\$ 1248.00 Monthly
Posting: #2024
Closes: 09/18/2020



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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.

Facility Safety Technician
Alice, TX
Monday-Friday 8am-5pm
\$ 2081.00 Monthly
Posting: #2025
Closes: 09/18/2020



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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