



# 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 1007

November 13, 2020 – November 20 , 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.

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

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:

1. LPC - Licensed Professional Counselor
2. LMSW/ACP- Licensed Master of Social Work/Advance Clinical Practice
3. Licensed Clinical Social Worker
4. Licensed Psychologist
5. 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

**Medical Tech I  
Beeville, TX  
Monday – Friday 8-5 Flex  
\$2,206.00 Monthly  
Posting: #2032  
Until Filled**



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**GENERAL DESCRIPTION:**

The position of Certified Medical Assistant is designed to ensure the effective and efficient delivery of medical assistant services to mental health consumers enrolled in Coastal Plains Community Center. Under General supervision of a registered nurse, is responsible for performing moderately complex medical aide work. Assist nurses to coordinate and assist the clinic psychiatrist on scheduled clinic days; coordinates medication services to consumers, to include injections and pill box service. Complete vitals and assists with the flow of information regarding EKG's and lab results. Performs medical assistant functions as appropriate. The CMA serves both the needs of adult and child services. Reports clinically to the Director of Nursing and administratively to the assigned Clinic Director.

For further information please contact Yvonne Flores at 361-592-6481.

**MINIMUM QUALIFICATIONS**

1. Holds current unrestricted certificate as a Certified Medical Assistant in the State of Texas, Plus one (1) year experience in assisting medical staff in administering therapeutic programs and monitoring patient conditions.
2. 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 within 30-minute commute from Clinic.
3. Applicant has experience working in an outpatient setting.
4. Applicant has experience working with individuals diagnosed with a mental illness.

**PASRR Service Coordinator**  
**Portland**  
**M-F 8:00 AM- 5:00PM (Flex)**  
**\$3143.00 Monthly**  
**Posting: # 2033**  
**Until Filled**



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**GENERAL DESCRIPTION:** Position is based in Portland, TX at the CPCC Administrative headquarters. The PASRR Service Coordinator (PSC) is responsible for completing the PASRR Evaluation (PE) to decide an alternative placement and/or specialized services for persons residing in nursing home facilities. This position is responsible for coordinating alternate placement and providing ongoing service coordination to nursing home residents who qualify. Travel throughout a nine-county area is mandatory. This position reports to the Supervisor of PASRR IDD Services.

**MINIMUM QUALIFICATIONS:**

1. Must have a Bachelor's degree from an accredited college or university with a major in a Social, Behavioral Health or Human Services.
2. Plus, one year of experience working directly with persons with Intellectual and Development Disabilities (IDD).
3. Must maintain class "C" driver's license with evidence of a good driving record.

**PREFERRED REQUIREMENTS:**

1. Ability to communicate in Spanish
2. Knowledge of computer programs
3. Good Organizational skills

**Case Manager II, III**  
**Kingsville, TX**  
**Monday-Friday 8am-5pm (Flex)**  
**\$ 2,783.00 - \$3143.00 Monthly**  
**Posting: #2034**  
**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 extensive rehabilitation services. Nature of work requires frequent in-person, long term contact with individuals, family members and service providers both in the clinic and in their natural environment. 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 CPCC. Works under the supervision of the Clinic Director 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. Basic 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 Kingsville clinic

## Rehabilitation Tech

TBD

Monday-Friday 8am-5pm (Flex)

\$ 2,472 Monthly

Posting: #2035

Until Filled



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### APPLICANT QUALIFICATIONS:

#### GENERAL DESCRIPTION:

This position is based at the nearest center from where an applicant lives. Position is primarily responsible for caseloads of 40 -- 50 individuals with intellectual and developmental disabilities. This position provides monitoring and coordination of medical, social, educational, and/or other appropriate services as needed for individuals on assigned caseload. Duties include: completing individuals Plan of Care, Implementation Plans, monitoring of objectives and tracking sheets., Medical billing and related documentation of services provided, monitoring of Quarterly reviews findings from MRA Service Coordinators, linking consumers to other agencies and services, attending planning meetings as needed, and other special assignments as requested by supervisor. This position reports to the Director of Waiver Services.

#### MINIMUM QUALIFICATIONS:

1. High School diploma or GED certificate
2. Three (3) years' experience in vocational, psychological, or related fields of habilitation or rehabilitation.
3. Must possess Class C operator's license with proof of liability insurance.

#### PREFERRED REQUIREMENTS:

1. Work history demonstrating an ability to work under minimal supervision
2. Must have stable work record demonstrated by longevity with previous employer (two years or longer)
3. Experience with HCS Medicaid Waiver Program is a plus.

**Human Services Tech II, III, IV  
Portland, TX  
Saturday & Sunday 6am-2pm  
\$845.00 - \$985.50 Monthly  
Posting: #2036  
Until Filled**



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

**GENERAL DESCRIPTION:**

**This is a part-time position.** The staff are primarily 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 Group Home Manager.

**MINIMUM QUALIFICATIONS**

1. High School Diploma or GED Certificate.
2. 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)
3. Live with 20 minutes commute of duty station.
4. Previous experience working with persons with cognitive disabilities

**Human Services Tech II, III, IV**  
**Portland, TX**  
**Saturday & Sunday 10am – 6pm**  
**\$845.00 - \$985.50 Monthly**  
**Posting: #2037**  
**Until Filled**



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

**GENERAL DESCRIPTION:**

**This is a part-time position.** The staff are primarily 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 Group Home Manager.

**MINIMUM QUALIFICATIONS**

1. High School Diploma or GED Certificate.
2. 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)
3. Live with 20 minutes commute of duty station.
4. Previous experience working with persons with cognitive disabilities



**Medical Tech I  
Taft, TX  
Monday – Friday 8-5 Flex  
\$2,206.00 Monthly  
Posting: #2038  
Until Filled**



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**GENERAL DESCRIPTION:**

The position of Certified Medical Assistant is designed to ensure the effective and efficient delivery of medical assistant services to mental health consumers enrolled in Coastal Plains Community Center. Under General supervision of a registered nurse, is responsible for performing moderately complex medical aide work. Assist nurses to coordinate and assist the clinic psychiatrist on scheduled clinic days; coordinates medication services to consumers, to include injections and pill box service. Complete vitals and assists with the flow of information regarding EKG's and lab results. Performs medical assistant functions as appropriate. The CMA serves both the needs of adult and child services. Reports clinically to the Director of Nursing and administratively to the assigned Clinic Director.

For further information please contact Yvonne Flores at 361-592-6481.

**MINIMUM QUALIFICATIONS**

1. Holds current unrestricted certificate as a Certified Medical Assistant in the State of Texas, Plus one (1) year experience in assisting medical staff in administering therapeutic programs and monitoring patient conditions.
2. 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 within 30-minute commute from Clinic.
3. Applicant has experience working in an outpatient setting.
4. Applicant has experience working with individuals diagnosed with a mental illness.

**Human Services Tech II, III, IV  
Kingsville, TX  
Friday & Saturday 10pm – 10am  
\$845.00 - \$985.50 Monthly  
Posting: #2039  
Closing: 11/13/20**



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**GENERAL DESCRIPTION:**

**This is a part-time position.** The staff are primarily 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 Group Home Manager.

**MINIMUM QUALIFICATIONS**

3. High School Diploma or GED Certificate.
4. A valid class "C" Texas Driver's license, with a good driving record as evidenced by a driver's license check.

**PREFERRED REQUIREMENTS:**

5. Work history demonstrating an ability to work under minimal supervision.
6. Stable work record demonstrated by longevity with previous employer. (Two years or longer)
7. Live with 20 minutes commute of duty station.
8. Previous experience working with persons with cognitive disabilities

**Licensed Vocational Nurse II  
Kingsville  
Monday-Friday 8-5  
\$2758.00 Monthly  
Posting: #2040  
Until Filled**



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**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. This position is a great opportunity for individuals looking for a career in behavioral health. 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. Reports clinically to the Director of Nursing and administratively to the assigned Clinic Director.

For further information please contact Yvonne Flores, RN at 361-592-6481.

**MINIMUM QUALIFICATIONS:**

- 1. Graduate from accredited school of nursing. LVN holds current unrestricted license as a licensed vocational nurse in the State of Texas.**
- 2. 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 within 30-minute commute from Clinic.**
- 3. Applicant has experience working in an outpatient setting.**
- 4. Applicant has experience working with individuals diagnosed with a mental illness.**

**Crisis Case Manager III  
Kingsville , Beeville & Rockport  
Monday-Friday 8-5 Flex  
\$3143.00 Monthly  
Posting: #2041  
Until Filled**



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**APPLICANT QUALIFICATIONS:**

**GENERAL DESCRIPTION:**

Works as a member of a Mobile Crisis Unit for the nine (9) counties served by Coastal Plains Community Center (CPCC). Staff is responsible for providing crisis and support services to consumers in crisis Monday thru Friday between the hours of 8:00 am to 5:00 pm. Services provided to individuals who are authorized to crisis service package include crisis resolution skills training, crisis intervention services, crisis follow-up and relapse prevention, and routine case management services. Nature of work requires in-person, telehealth, telephonic, and contact with local law enforcement personnel. Job performance requires an automobile, some travel, and flexible hours to provide crisis services. Works under the supervision of the Mobile Crisis supervisor for the program. 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 working with MH patients in an outpatient setting.
- 4.) Maintain class "C" license with less than 10 penalty points
- 5.) Lives within a 30 minute commute from the assigned clinic.
- 6.) Master's degree in major of social, behavior health or human services.