



Coastal Plains Community Center

Tel: (361)777-3991

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

Bulletin 1012

January 8, 2021 – January 15, 2021

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.

Licensed Professional Counselor (LPC)
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- Licensed Master of Social Work
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/or LVN
Beeville, TX
Monday – Friday 8-5 Flex
\$2,206.00 – 2,873.00 Monthly
Posting: #2032
Until Filled**



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GENERAL DESCRIPTION:

The position of Certified Medical Assistant and/or Licensed Vocational Nurse 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, or is an LVN with active license. 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
Portland, TX
Saturday & Sunday 6am-2pm
\$845.00 - \$985.50 Monthly
Posting: #2036
Until Filled**



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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

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



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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

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
Kingsville, TX
Friday & Saturday 10pm – 10am
\$845.00 - \$985.50 Monthly
Posting: #2039
Until Filled



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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

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

Crisis Case Manager III
Beeville
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.

TCOOMMI Secretary IV
Portland
Monday-Friday 8-5
\$2329.00 Monthly
Posting: #2045
Closes: 01/22/2021



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APPLICANT QUALIFICATIONS:

GENERAL DESCRIPTION:

Performs moderately complex secretarial/technical services for the TCOOMMI program. Job duties include data entry, scheduling intake appointments for all TCOOMMI referrals, medical record management, which includes scanning/attaching record request and verifying insurance coverage. Responsible for tracking data throughout the month and preparing end of month reports as well as quarterly reports. Purchase supplies and complete requisitions for TCOOMMI. Coordinates pre-employment fingerprinting/background checks on new TCOOMMI employees. Communicates directly with Parole and Probation Officers as well as local TTC's regarding TCOOMMI clients. Maintains high level of professionalism at all times. This position works directly with and reports to the TCOOMMI Program Director.

MINIMUM QUALIFICATIONS

1. High School Diploma or GED Certificate.
2. Two years (2) full time experience in secretary work of increasing complexity
3. A valid class "C" Texas Driver's license, with less than 10 penalty points

PREFERRED REQUIREMENTS:

1. Knowledge of Microsoft office and basic computer skills, and other office equipment.
2. Ability to successfully complete data processing and proficient at typing
3. Knowledge of departmental procedures and agency regulations

**Case Manager II, III
Beeville
Monday-Friday 8-5 Flex
\$2,783.00-3,143.00 Monthly
Posting: #2046
Closes: Until Filled**



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APPLICANT QUALIFICATIONS:

GENERAL DESCRIPTION:

Provides ongoing service coordination services. Serves as the 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 schedule. Participates in 24-hour, on-call system. Reports to Director of IDD Authority Services.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited university or college with a major in Social Behavioral Health or Human Services which is defined as psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human growth and development. Also includes gerontology, educational psychology, education and criminal justice. Salary is commensurate with education and experience per Coastal Plains 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