



Coastal Plains Community Center

Tel: (361)777-3991

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

Bulletin 1017

February 26, 2021 – March 5, 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.

Human Services Tech II, III, IV
Portland, TX
Saturday & Sunday 10am – 6pm
\$845.00 - \$985.50 Monthly
Posting: #2053
Until Filled



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

GENERAL DESCRIPTION:

This position is 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. Local residency within 20 minutes commute of duty station.
4. Previous experience working with persons with cognitive disabilities

Family Partner
TBD
Monday-Friday 8-5 Flex
\$2,204.00 Monthly
Posting: #2047
Closes: Until Filled



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APPLICANT QUALIFICATIONS:

GENERAL DESCRIPTION:

Provides support to the LAR and or Primary care giver of the child /youth. Instrumental in engaging families as active participants in the child or youth's care and or equal members of the treatment team. Will be mediator, facilitator or a bridge between families and agencies. Provide advocacy that encourages the positive choices of the caregiver, promotes self-advocacy for caregivers and their children/youth, and supports the positive vision that the caregiver has for their child/youths' mental health and recovery, provide mentoring through the transfer of knowledge, insight, experience and encouragement including the articulation of their own successful experience of navigating a child serving system. Will role model the concepts of hope and positive parenting, advocacy and self-care skills that will ultimately benefit the resilience and recovery of the child and youth. Expert guidance will navigate the child serving system including mental health, special education, juvenile justice and child protective services etc. Will connect families to community resources and informal supports; identify family natural supports strengths and guidance and practical guidance in nurturing those relationships. Will be stewardship of family voice and choice as a member of the Wraparound team and /support through the facilitation of Parent Support Group. The Family Partner works under the direction of the Child and Youth Program Director.

MINIMUM QUALIFICATIONS:

Parent or LAR of a child or youth with a serious emotional disturbance and have at least one-year experience navigating child-serving system.

1. Must be at least 18 years of age or older.
2. Must have a high school diploma or GED
3. Have successfully navigated a child serving system for at least 1 year (mental health, juvenile justice, social security or special education) and be able to articulate their lived experience as it relates to advocacy for their child/youth and success in navigating these systems.
4. Have lived experience that speaks to accomplishments concerning their child's youth mental health including their child/youth being in a stable place in their recovery and or resiliency.
5. Can meet requirements for Medicaid background check.
6. Must become certified through Via Hope training and credentialing entity recognized by DSHS within one year of becoming hired prior to FY 22

PREFERRED REQUIREMENTS:

1. Knowledge of Microsoft office and basic computer skills
2. Able to communicate orally in Spanish.
3. Currently certified Family Trainer Via Hope training and credentialing entity recognized by DSHS

Therapist
TBD
Monday-Friday 8-5
\$4,302.00 Monthly
Posting: #2049
Closes: 02/26/2021



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APPLICANT QUALIFICATIONS:

GENERAL DESCRIPTION:

This position is responsible for providing intake services, and counseling for individuals/families seeking mental health services from Coastal Plains Community Center's Mobile Crisis program. Position entails therapeutic intervention, crisis resolution, continuity of care and service coordination functions. Nature of work requires some in-person contact with individuals, family members, and service providers. Job performance requires an automobile, some travel, and flexible hours to provide services. Job requires high level of clinical skill necessary for independent judgement. Position reports to the Adult Mental Health Services Director.

MINIMUM QUALIFICATIONS:

Will hold a current license in the State of Texas in any of the following: LPC- Licensed Professional Counselor, LMSW/ACP-Licensed Master of Social Work/Advance Clinical Practice, Licensed Clinical Social Worker, Licensed Psychologist, Advance Practice Nurse or LMFT.

PREFERRED REQUIREMENTS:

1. Knowledge of Microsoft office and basic computer skills
2. Able to communicate orally in Spanish.
3. Four years' experience or more providing CBT in an outpatient setting
4. Must have a valid driver license and maintain class "C" license with less than 10 penalty points

System Analysis I, II
Portland
Monday-Friday 8-5 Flex
\$3,342.00 - \$3,788.00 Monthly
Posting: #2051
Closes: Until filled



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APPLICANT QUALIFICATIONS:

GENERAL DESCRIPTION:

This position first level help desk support to Coastal Plains employees experiencing computer/network/data related problems with limited latitude for the use of initiative and independent judgement. This position provides support to staff in computer setup, using our clinical software, running reports. Position manages computer inventory, assists in development of training materials, and assists in developing DA2 reports. This positions also requires good customer relations skills, moderately complex problem-solving skills and troubleshooting abilities. Must maintain confidentiality to consumers and employee information. Reports to the Director of Authority Functions.

MINIMUM QUALIFICATIONS:

Systems Analyst I: Associates degree from accredited college or university with a major in a field related to this position. Plus (1) year of experience relevant to the duties performed.

Systems Analyst II: Bachelor's degree in Computer Science from an accredited college or university with a major in a filed relate to this position, plus (1) year of experience relevant to the duties performed

PREFERRED REQUIREMENTS:

1. Excellent computer skills specifically in Microsoft software (Word, Excel and PowerPoint)
2. Experience with computer networks, Citrix/Terminal Servers
3. Extensive experience in the management and use of spreadsheets, charts and graphs
4. Experience with generating management reports using SQL report generation
5. Knowledge of clinical and billing aspects of mental health and IDD services
6. Extensive experience with clinical software
7. Ability to organize and prioritize a variety of assignments and to manage time effectively
8. Ability to present effective written and oral training sessions
9. Ability to maintain a class C driver's license with a good driving record
10. Understanding of Trauma-informed care.

Case Manager II & III
Taft
Monday-Friday 8-5 Flex
\$2,783.00 - \$3,143 Monthly
Posting: #2052
Closes: 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 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 CPCC. Works under the supervision of the Youth & Family program manager or designee. Job requires high level of clinical skill necessary for independent judgment.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree from an accredited college or university with a major in Social, Behavioral, 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. One-year experience in MH case management/rehab skills training.
3. One-year experience working with youth, adolescents and families.
4. Ability to communicate orally in Spanish.
5. Class C license with less than 10 penalty points.
6. Lives within a 30-minute commute from the Taft clinic.
7. Master's degree in major of social, behavior health or human services.

**Secretary III
Falfurrias
Monday-Friday 8-5
\$1,971.00 Monthly
Posting: #2054
Closes: Until Filled**



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APPLICANT QUALIFICATIONS:

GENERAL DESCRIPTION:

The secretary III performs moderately complex secretarial/technical services for various professional staff. Job duties include data entry, and record management: mail processing supply requisition, and assembles/organizes information for supervisor. Supervises Secretary II position and Medical records, which may perform portion of these duties listed and assumes workload in the absence of Secretary II or Medical records. This position reports directly to the Clinic Director.

MINIMUM QUALIFICATIONS:

Any combination of education and experience equivalent to high school graduation or GED, plus one (1) year of experience in secretarial work.

PREFERRED REQUIREMENTS:

- 1.) Knowledge of Microsoft word and Excel
- 2.) Local residency is within 15 minutes of duty station
- 3.) Ability to communicate in Spanish
- 4.) Reliable transportation with valid insurance
- 5.) One (1) year experience in supervisory capacity
- 6.) One (1) year of Office management experience
- 7.) One (1) year experience working with people with disabilities
- 8.) Able to type 50 wpm.