



Coastal Plains Community Center

Tel: (361)777-3991

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

Bulletin 1031.2

June 11, 2021 – June 18 , 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.

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

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

**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.

**Human Services Tech II, III, IV
Odem, TX
Sunday thru Thursday 10pm - 6am
\$1690.00 - \$1971.50 Monthly
Posting: #2060
Until Filled**



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GENERAL DESCRIPTION:

This position is primarily responsible for assisting cognitively challenged individuals in the Odem 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 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

Licensed Professional Counselor (LPC)/LPHA-EO
Aransas Pass
Monday -Friday 8-5
\$4744.00 Monthly
Posting: #2063
Until Filled



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APPLICANT QUALIFICATIONS:

GENERAL DESCRIPTION:

The position is responsible for providing oversight to the Center's Early Onset program. This clinician functions as the Early On set team lead providing both managerial and clinical oversight for the Early On set program Center wide. 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. Licensed Clinical Social Worker
3. Licensed Psychologist
4. One-year experience delivering MH services.

PREFERRED REQUIREMENTS:

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

Secretary II
Alice
Monday-Friday 8-5
\$1,869.00 Monthly
Posting: #2070
Closes: 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 Secretary II performs, routine secretarial tasks with limited latitude for decision making in carrying out routine phases of the work, which includes receptionist/phone coverage, tabulating reports, editing and typing various types of documents, data entry, and medical record duties. The Secretary II performs other duties as assigned or appropriate to fulfill the needs of the community services center. The Secretary III supervises position.

MINIMUM QUALIFICATIONS:

A high school diploma or GED, plus one (1) year secretarial and clerical experience or training.

PREFERRED REQUIREMENTS:

- 1.) Medical Records experience.
- 2.) Proficient in typing skills as evidenced by administered typing test (40 wpm).
- 3.) Excellent computer skill w/knowledge of Microsoft word and excel.
- 4.) Ability to work independently, and communicate efficiently with clients as well as other community professionals.
- 5.) Bilingual English/Spanish

Youth Case Manager II & III
Beeville
Monday-Friday 8-5 Flex
\$2,783.00 - \$3,143 Monthly
Posting: #2073
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 Coastal Plains Community Center. Works under the supervision of the Youth and Family manager or designee. Job requires high level of clinical skill necessary for independent judgment.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university 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. Ability to communicate orally in Spanish.
4. Maintains class C license with less than 10 penalty points.
5. Demonstrates knowledge of local support services available in San Patricio County.
6. Master's Degree in Major of social, behavior health or human services.
7. Lives within a 30-minute commute from Beeville

Counselor
TBD
Monday-Friday 8-5
\$4,302.00 Monthly
Posting: #2049
Closes: Until Filled



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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. Position entails therapeutic intervention for both adults and children. This position is also responsible for providing intake/diagnostic services to individuals in our nine-county service area. This position is also responsible for providing clinical supervision to direct care staff.

MINIMUM QUALIFICATIONS:

Must hold a current license from the State of Texas in one of the following areas: a medical physician, LPC- Licensed Professional Counselor, LMSW/ACP-Licensed Master of Social Work/Advance Clinical Practice, Licensed Clinical Social Worker, Licensed Psychologist, Advanced Practice Nurse.

PREFERRED REQUIREMENTS:

1. Any practitioner certified by the Academy of Cognitive therapy, Beck institute for CBT, or the Reach Institute to provide CBT in the State of Texas, or capable of obtaining CBT certification.
2. Practitioner with experience working in an outpatient setting.
3. Practitioner is familiar with entering information into an electronic medical record.
4. Must have a valid driver license and maintain class "C" license with less than 10 penalty points

IDD RN
TBD
Monday-Friday 8-5
\$5112.00 Monthly
Posting: #2066
Until Filled



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APPLICANT QUALIFICATIONS:

GENERAL DESCRIPTION:

This position is responsible for medical oversight and delivery of care to individuals enrolled in the HCS and TxHmL programs. The RN is responsible for all Comprehensive Nursing Assessments, initial and annual updates, development and implementation of nursing care plans and all appropriate delegations for care and for the determination of Client's responsible adult. This position is responsible for attending all Utilization Management meetings, monthly integration meetings as well as frequent on-site presence at on-going IDD Centers, Group Homes and client home visits. Supervises the LVN's in the participation of on-call services pilot, taking calls and completing appropriate documentation. Participates in all HCS and TxHmL provider team meetings. Reports directly to the Director of IDD Provider services.

MINIMUM QUALIFICATIONS:

- Current license to practice as a Registered Nurse in the state of Texas
- Valid type "C" Texas driver's license
- Four (4) years of administrative or professional RN experience in a recognized health agency, hospital, or healthcare facility.

PREFERRED REQUIREMENTS:

- Strong organizational skills
- Strong documentation skills
- At least one-year experience working with IDD (MR) consumers and families
- Demonstrated ability to formulate treatment plans
- Strong knowledge of medical need and appropriate nursing intervention
- Understanding of the delegation process as outlined by the BON

**Secretary II
Taft
Monday-Friday 8-5
\$1,869.00 Monthly
Posting: #2076
Closes: Until Filled**



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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/phone coverage, tabulating reports, editing and typing various types of documents, data entry, and medical record duties. The Secretary II performs other duties as assigned or appropriate to fulfill the needs of the community services center. The Secretary III supervises position.

MINIMUM QUALIFICATIONS:

A high school diploma or GED, plus one (1) year secretarial and clerical experience or training.

PREFERRED REQUIREMENTS:

1. Medical Records experience.
2. Proficient in typing skills as evidenced by administered typing test (40 wpm).
3. Excellent computer skill w/knowledge of Microsoft word and excel.
4. Ability to work independently, and communicate efficiently with clients as well as other community professionals.
5. Bilingual English/Spanish

Human Services Tech IV
Odem, TX
Monday thru Friday 6am -2pm Flex
\$2081.00 - \$2206.00 Monthly
Posting: #2061
Until Filled



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GENERAL DESCRIPTION:

This position is based in Odem, TX at the Coastal Plains Community Center's 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. Additional job duties are: overall supervision of teaching and assisting persons with intellectual disabilities, supervision with daily activities of money management, cooking safety, nutrition, and day habitation training as assigned. Position is also responsible for coordinating with nursing for administration of medications and transporting individuals to medical appointments, community activities, and 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. A valid class "C" Texas Driver's license, with a good driving record as evidenced by a driver's license check.
3. Some Management Experience

PREFERRED REQUIREMENTS:

1. Stable work record demonstrated by longevity with previous employer. (Two years or longer)
2. 1 (One) year management experience in IDD
3. CNAC – Certified Nursing Assistant Certification