



# 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 1038

July 30, 2021 – August 6, 2021

**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.

**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

**Human Services Tech II, III, IV  
Odem, TX  
Sunday thru Thursday 10pm - 6am  
\$1690.00 - \$1971.50 Monthly  
Posting: #2060  
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 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 Licenses' plus 1 year of experience:

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

**Counselor**  
**TBD**  
**Monday-Friday 8-5**  
**\$4,744.00 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

**Human Services Tech II, III, IV**  
**Portland, TX**  
**Friday 2pm- 10 pm**  
**Saturday & Sunday 6am – 10pm**  
**\$1690.00 - \$1971.50 Monthly**  
**Posting: #2078**  
**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 **full-time weekend position** at a men's group home. 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

**Case Manager II, III  
Kingsville  
Monday-Friday 8-5 Flex  
\$2,783.00 - \$3,143 Monthly  
Posting: #2081  
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:**

Coastal Plains is looking for individuals interested in working in behavioral health services. This position is a great opportunity for individuals looking for a career in behavioral health. Job duties include providing rehabilitative and case management services, and conducting assessments with adults with behavioral health issues. The salary is commensurate with education and experience and offers potential for advancement opportunities. Employees with Master's degrees may receive free LPC-I supervision. The job is located in our Kingsville clinic and requires travel within Kleberg and Kennedy Counties. Applicant must live within a 30 radius from the worksite. We offer excellent benefits including free health insurance for the employee, an excellent retirement package, paid time off and provide a family-friendly work site with a small-town feel. Come join our team!

For further information please contact Mary Zavala @ 361-592-6481

**MINIMUM QUALIFICATIONS:**

**Bachelor's degree from an accredited college or university with a major in a Social, Behavioral Health or Human Service area.**

**PREFERRED REQUIREMENTS:**

1. Excellent computer skills and knowledge of Microsoft office applications.
2. Ability to work independently and organize work efficiently.
3. Bilingual (English-Spanish)

**CFC Case Manager II, III**  
**Portland**  
**Monday-Friday 8-5 Flex**  
**\$2,783.00 - \$3,143 Monthly**  
**Posting: #2085**  
**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 ongoing case management services for more than 30 persons with IDD and other related conditions. Performs single function case management services to assist assigned individuals in gaining access to medical, social, educational, and other needed services. Performs the case management duties according to the Service Coordination GR & CFC standards. The nature of the work requires aggressive interventions and frequent in-person long-term contact with the individual's families and service providers. The job requires extensive travel for community-based service provision and flexible hours and schedule. Participates in 24-hour, on-call system. This position reports to the CFC Supervisor.

**MINIMUM QUALIFICATIONS:**

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



**Human Services Tech II, III, IV**  
**Taft, TX**  
**Monday – Friday 8-5 Flex**  
**\$1690.00 - \$2206.00 Monthly**  
**Posting: #2086**  
**Until Filled**



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**GENERAL DESCRIPTION:**

**APPLICANT QUALIFICATIONS:**

**GENERAL DESCRIPTION:** This position is based in Taft, TX, at the Coastal Plains IDD Day Habilitation Center. The Program Facilitator is responsible for implementing training strategies; transporting consumers, providing job coaching and assisting consumers with self-help and activities of daily living. Other job duties involve teaching and assisting persons with intellectual disabilities, supervision with daily activities of money management, cooking, nutrition, safety, etc. Periodic assistance with medical appointments, community activities, and rotating weekends is included. Documentation of services, Medicaid billing, and maintenance of vehicles are also applicable job duties. This position is under the immediate supervision of the Coordinator of Day Services.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or GED certificate.
2. Related experience with persons with disabilities
3. Must possess Class C operator's license with good driving record as evidence by a driver's license check and with proof of liability insurance.

**PREFERRED REQUIREMENTS:**

1. Work history demonstrating an ability to work under minimal supervision.
2. Stable work record demonstrated by longevity with previous employer. (2 yrs. or longer)
3. Have related job experience with individuals with IDD.
4. Trauma Informed
5. HCS and TxHmL Waiver services experience
6. Certified Nursing Assistant (CNA) or Certified Medical Assistant (CMA) (current certification)

**Human Services Tech II, III, IV**  
**Alice, TX**  
**Monday – Friday 8-5 Flex**  
**\$1690.00 - \$2206.00 Monthly**  
**Posting: #2087**  
**Until Filled**



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**GENERAL DESCRIPTION:**

**APPLICANT QUALIFICATIONS:**

**GENERAL DESCRIPTION:** This position is based in Alice, TX, at the Coastal Plains IDD Day Habilitation Center. The Program Facilitator is responsible for implementing training strategies; transporting consumers, providing job coaching and assisting consumers with self-help and activities of daily living. Other job duties involve teaching and assisting persons with intellectual disabilities, supervision with daily activities of money management, cooking, nutrition, safety, etc. Periodic assistance with medical appointments, community activities, and rotating weekends is included. Documentation of services, Medicaid billing, and maintenance of vehicles are also applicable job duties. This position is under the immediate supervision of the Coordinator of Day Services.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or GED certificate.
2. Related experience with persons with disabilities
3. Must possess Class C operator's license with good driving record as evidence by a driver's license check and with proof of liability insurance.

**PREFERRED REQUIREMENTS:**

1. Work history demonstrating an ability to work under minimal supervision.
2. Stable work record demonstrated by longevity with previous employer. (2 yrs. or longer)
3. Have related job experience with individuals with IDD.
4. Trauma Informed
5. HCS and TxHmL Waiver services experience
6. Certified Nursing Assistant (CNA) or Certified Medical Assistant (CMA) (current certification)

**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

**Case Manager III -EO  
Rockport MH  
Monday-Friday 8-5 Flex  
\$3,143 Monthly  
Posting: #2092  
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, Crisis services and support services, to Adult 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 or designee. Job requires high level of clinical skills necessary for independent judgment. Will work directly with treatment team for clients who have experienced a First Episodic Break.

**MINIMUM QUALIFICATIONS:**

A Bachelor's Degree from an accredited college or university with a major in Social or Behavioral Health which is defined as psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human growth and development, physician assistant, gerontology, special education, educational psychology, early childhood education, or early childhood intervention. Salary is commensurate with education and experience per Coastal Plains career ladder. Class C operator's license with evidence of a good driving record

**PREFERRED REQUIREMENTS:**

- 1.) Knowledge of Microsoft office and basic computer skills as demonstrated by a performance exam.
- 2.) Able to communicate orally in Spanish.
- 3.) Master's Degree.
- 4.) One-year experience in adult MH case management/rehab skills training.
- 5.) Demonstrates knowledge of local support services available in Aransas Pass to persons served.

**Case Manager III -EO  
San Diego MH  
Monday-Friday 8-5 Flex  
\$3,143 Monthly  
Posting: #2090  
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, Crisis services and support services, to Adult 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 or designee. Job requires high level of clinical skills necessary for independent judgment. Will work directly with treatment team for clients who have experienced a First Episodic Break.

**MINIMUM QUALIFICATIONS:**

A Bachelor's Degree from an accredited college or university with a major in Social or Behavioral Health which is defined as psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human growth and development, physician assistant, gerontology, special education, educational psychology, early childhood education, or early childhood intervention. Salary is commensurate with education and experience per Coastal Plains career ladder. Class C operator's license with evidence of a good driving record

**PREFERRED REQUIREMENTS:**

- 1.) Knowledge of Microsoft office and basic computer skills as demonstrated by a performance exam.
- 2.) Able to communicate orally in Spanish.
- 3.) Master's Degree.
- 4.) One-year experience in adult MH case management/rehab skills training.
- 5.) Demonstrates knowledge of local support services available in Aransas Pass to persons served.

**Case Manager III  
Rockport MH  
Monday-Friday 8-5 Flex  
\$3,143 Monthly  
Posting: #2089  
Closes: Until Filled**



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#### APPLICANT QUALIFICATIONS:

#### GENERAL DESCRIPTION:

Screener telephonically screens all calls from individuals requesting mental health services to determine eligibility for Early Onset services, then coordinates intakes for eligible callers at the earliest and most convenient time. Makes referrals as needed for those callers not eligible for CPCC services. Works under the supervision of the Clinic Director or designee.

#### MINIMUM QUALIFICATIONS:

A Bachelor's Degree from an accredited college or university with a major in Social or Behavioral Health which is defined as psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human growth and development, physician assistant, gerontology, special education, educational psychology, early childhood education, or early childhood intervention. Salary is commensurate with education and experience per Coastal Plains career ladder. Class C operator's license with evidence of a good driving record.

#### PREFERRED REQUIREMENTS:

1. Ability to access individual and their psychiatric symptoms to determine eligibility for mental health services according to guidelines established by the State of Texas.
2. Knowledge of signs and symptoms associated with diagnoses related to schizophrenia, major depressive disorder, and bipolar disorder.
3. Knowledge of local community resources and how to access those services

**Secretary III  
Rockport  
Monday-Friday 8-5  
\$1,971.00 Monthly  
Posting: #2091  
Closes: Until Filled**



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**APPLICANT QUALIFICATIONS:**

**GENERAL DESCRIPTION:**

The Secretary III performs routine secretarial tasks with limited latitude for decision-making in carrying out routine phases of the work, which includes 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 III will be capable of completing Initial/Annual Paperwork, manage client financials, maintain intake schedule for both Rockport/AP office, and assist with clinic day functions. The secretary performs other duties as assigned or appropriate to fulfill the needs of the community services center as well as the Early Onset Program. This position is supervised by the Clinic Director or designee.

**MINIMUM QUALIFICATIONS:**

A high school diploma or GED, plus some secretarial and clerical experience or training

**PREFERRED REQUIREMENTS:**

1. Knowledge of Microsoft word and Excel
2. Local residency is within 30 minutes of duty station
3. Ability to communicate in Spanish
4. Reliable transportation with valid insurance
5. One (1) year experience working with people with disabilities
6. Able to type 50 wpm.

**Therapist  
Portland  
Monday-Friday 8-5  
\$4,744.00.00 - \$4,901.00 Monthly  
Posting: #2093  
Closes: 8/13/2021**



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**APPLICANT QUALIFICATIONS:**

**GENERAL DESCRIPTION:**

This position is responsible for providing counseling services to eligible individuals served by Coastal Plains Community Center. This position is also responsible for training, supervising and providing clinical oversight to credentialed staff employed by the Center. This position is responsible for assisting with I.D.D. behavior plans, ICAP assessments, determination of IDD, & I.D.D. consultations. This position is also responsible for the determination of mental retardation evaluations, endorsements, and diagnostic reviews forms for I.D.D. program. This position will report to the Center's AMH Services Director.

**MINIMUM QUALIFICATIONS:**

Must hold current license from the state of Texas in one of the following areas: a Licensed Professional Counselor, LMSW-ACP, licensed psychologist, advanced practice nurse, or Licensed Clinical Social Worker, plus three (3) years of experience related to the duties to be performed. Must have a current Texas driver's license.

**PREFERRED REQUIREMENTS:**

1. Experience with providing counseling in an LMHA outpatient setting.
2. Experience in providing clinical supervision to staff.
3. Experience in completing ICAP assessments and IDD behavior plans.
4. Credentialed to train licensed staff in Cognitive Behavioral Therapy (i.e., A.C.B.T. certification, Beck Institute certification, etc.).