



Coastal Plains Community Center

Tel: (361)777-3991

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

Bulletin 1042

August 27, 2021 – September 3, 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
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

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



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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

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)

**Case Manager III -EO
Beeville 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 Beeville 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:

Screeners 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: Until Filled**



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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.).

Case Manager II, III
Beeville
Monday-Friday 8-5 Flex
\$2,783.00 - \$3,143 Monthly
Posting: #2095
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 with a major in a Social, Behavioral Health or Human Service area. 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. Master's Degree in Major of social, behavior health or human services.
6. Lives within a 30-minute commute from Beeville.
7. One-year experience working with youth, adolescents and families.

Admin Tech I (IDD)
Portland, TX
Monday – Friday 8-5 Flex
\$2,206.00 Monthly
Posting: #2096
Until Filled



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GENERAL DESCRIPTION:

APPLICANT QUALIFICATIONS:

GENERAL DESCRIPTION: The Waiver Support Staff is responsible for providing clerical support to Waiver Department to include submitting requested information to HHSC, reviewing documentation and billing submitted by contract staff, reviewing respite house documentation and billing submitted weekly, sending out waiver surveys, mailing fire drills to contract staff and group homes, assisting with training contract staff on documentation engage in quality assurance activities as directed by supervisor such as monitoring utilization of Waiver services per client, assisting nursing department in records management mailing med sheets/consults, mailing reminders to families for medical/dental appointment and collecting data. Monitors the care and services provided to intellectually disabled and/or developmentally delayed consumers in the Texas Home Living (TxHmL) waiver program. Occasional assistance with transporting consumers to and from medical/dental appointments and advocating for their needs with physicians. Other job duties documentation of services provided, Medicaid billing, waiver records management and various other duties as assigned by supervisor. This position is under the immediate supervision of the Waiver Director.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED certificate.
2. 2 years' experience in the clerical field
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.
4. Experience with individuals with intellectual and developmental disabilities

PREFERRED REQUIREMENTS:

1. Work history demonstrating an ability to work under minimal supervision.
2. Stable work record demonstrated by longevity with previous employer.
3. Trauma Informed care knowledge
4. HCS and TxHmL Waiver knowledge

Youth Case Manager II & III
Taft
Monday-Friday 8-5 Flex
\$3,143.00 - \$3,342.00 Monthly
Posting: #2101
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. One-year experience working with Youth, Adolescents and families
6. Master's Degree in Major of social, behavior health or human services.
7. Lives within a 30-minute commute from Taft