



# Coastal Plains

## Community MHMR Center

Tel: (361)777-3991 Fax: (361)777-2940 JOB LINE: (361)777-2851

200 Marriott Drive  
P.O. Box 1336  
Portland, Texas 78374  
www.cpmhmr.org

Bulletin 518

Job Openings July 23, 2010 – July 30, 2010

**Applications Accepted:** Mon.-Thur., 8:00am-5pm and Fri. 8:00am-4:00pm. Applicants **MUST** show their **ORIGINAL** Social Security card and **CURRENT** Texas driver's license and submit a completed **ORIGINAL** job application to be considered for employment. Applications must be received by 4:00pm on the closing date at 200 Marriott Dr., Portland, Texas 78374 to be eligible for consideration. Resumes **NOT ACCEPTED** in lieu of an application.

*We are an Equal Opportunity/ADA/Affirmative Action Employer*

### Requirements:

Every person hired at Coastal Plains Community MHMR 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, 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 MHMR 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 MHMR 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.

Coastal Plains Community MHMR Center is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, citizenship status or special disabled veteran's status. Veterans Preference Applicable. Coastal Plains MHMR provides TTY services through Relay Texas. The State of Texas is an At Will State. Accordingly, Coastal Plains is an At Will Employer. Both the employee and the center may terminate the employment relationship at anytime with or without cause.

**LVN II**  
**Taft MH**  
**M-F 8-5, Flex**  
**\$2,372.00 Monthly**  
**Closing: July 30, 2010**  
**Posting: # 575**



**GENERAL DESCRIPTION:**

The position of Licensed Vocational Nurse is designed to ensure the effective and efficient delivery of nursing services to consumers of Coastal Plains Community MHMR Services. Coordinates and assists the Clinic physician/psychiatrist on scheduled Clinic days; coordinates medication services to consumers – to include injections and medication education. Completes medical-related assessments, labs, and EKGs. Serves adult and children services; reports clinically to Director of Nursing and administratively to Clinic Director.

**MINIMUM QUALIFICATIONS:**

Must be a licensed vocational nurse from an accredited vocational nursing school, and must have a current valid license in the state of Texas. Must maintain class “C” driver’s license with evidence of a good driving record.

**PREFERRED REQUIREMENTS:**

- 1. Knowledge of psychotropic medications**
- 2. Knowledge of Microsoft office and basic computer skills**
- 3. Bilingual English/Spanish**

Case Manager I, II, III  
Alice MH  
M-F 8-5, Flex  
\$2,372.00 - \$3,043.00 Monthly  
Closing: July 30, 2010  
Posting: # 578



**GENERAL DESCRIPTION:**

Provides aggressive interventions and frequent in-person contact with individuals and their families, by providing on-going Rehabilitative and Case management services for children and adults with a mental health diagnosis. Case management services consists of gaining access to medical, social, educational and other unmet needs. Provides Rehabilitative services that focus on positive outcomes with reduction in symptoms, increase in level of functioning and maximum mental health improvements. Work is community and site based. The job requires city travel for community-based services and provision of flexible schedule. Will report to the Clinic Director.

**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 adult MH case management
3. Ability to communicate orally in Spanish
4. Class C license with evidence of a good driving record
5. Lives within a 30-minute commute from the Alice clinic

**Data Management & Analysis Coordinator**  
**Portland**  
**M-F 8-5**  
**\$3,450.00 - \$3,678.00 Monthly**  
**Closing: July 30, 2010**  
**Posting: # 579**



**GENERAL DESCRIPTION:**

This position is responsible for the overall administration of the Anasazi system, including promotions (upgrades), maintaining security, menus, and setup tables in the Anasazi programs, reporting and tracking errors/bugs. This position assists management by tracking performance indicators including CARE data, preparing reports based on service and assessment data. This position will provide training and support for staff in the use of various data systems and develops training materials as needed. Assists the IT staff in troubleshooting network problems and hinder staff productivity. An ability to exercise independent judgment is required. Requires overnight travel. This position reports to the Director of Authority Functions.

**MINIMUM QUALIFICATIONS:**

A Bachelor's degree from an accredited college or university with a major in a field related to the position, plus three (3) years of experience relevant to the duties to be performed.

**PREFERRED REQUIREMENTS:**

1. Excellent computer skills, specifically in Microsoft software (Word, Excel and PowerPoint)
2. Experience with computer networks, Citrix/Terminial Servers
3. Extensive experience in the management and use of spread sheets, charts and graphs
4. Knowledge of clinical and billing aspects of MHMR services
5. Extensive experience with clinical software
6. Ability to organize and prioritize a variety of assignments and to manage time effectively
7. Ability to understand and apply complex regulatory guidelines and procedures
8. Ability to present effective written and oral training sessions
9. Ability to maintain class C operator's license with a good driving records

**Case Manager I, II, III (TCOOMMI)**  
Taft  
M-F 8-5  
\$2,372.00 - \$3,043.00 Monthly  
Closing: July 30, 2010  
Posting: # 580



**GENERAL DESCRIPTION:**

Provides intensive and ongoing service coordination services and rehabilitative (skills training) service to a specialized caseload of mentally ill juvenile offenders. Performs service coordination functions as the link between the individual, the service system, the community and the criminal justice system. Performs service coordination duties as addressed in the Texas Administrative Code-Service Coordination, Mental Health Community Standards, and P/P of the Center. Must have the ability to work independently and communicate effectively with other professionals. Individual must be dependable, responsible, energetic, and have the ability to multi-task. Requires some evening work with flexible hours and schedule. Salary is commensurate with experience.

**MINIMUM QUALIFICATIONS:**

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

**PREFERRED REQUIREMENTS:**

1. Experience working with offenders (1 years).
2. Experience working with adolescents and their families (1 years).
3. Experience in Mental Health or Criminal Justice.
4. Education may substitute for experience on a year for year basis. Masters degree equals 1 year experience.

**Receptionist/Switchboard Operator/ Pre-employment Coordinator  
Portland Admin.  
M-F 8-5  
\$1769.00 Monthly  
Closing: July 30, 2010  
Posting: # 581**



### **GENERAL DESCRIPTION:**

Performs moderately complex Human Resources clerical work. Serves as a primary switchboard/receptionist for the Center. Work involves placing, answering, and transferring local and long distance calls, crisis calls, taking messages and performing related dispatch duties and/or clerical/ secretarial tasks. Additionally this position includes coordination/administering pre-employment tests to include Substance Abuse, Criminal History Clearance, Client Abuse/Neglect, Employee Misconduct Registry, and Driver's License checks. Maintains Human Resources pre-employment records and provides job vacancy information to current and prospective employees. Provides employment information and appropriate forms to applicants or employees; reviews forms for completeness. Screen applicants; maintains job applications and distributes weekly employment bulletins and job line. Computes statistical information (as needed) for reports on employment practices, Equal Opportunity requirements or other employment concerns. Enters, verifies, and retrieves data from a computerized Human Resources record keeping system (ABRA). Prepares provisional job descriptions for New Hires. Provides primary mail processing. Provides backup coverage in the HR department. Works under general supervision of the Human Resource Manager with moderate latitude for the use of initiative and independent judgment.

### **MINIMUM QUALIFICATIONS:**

High School Graduation or GED, plus one (1) year of full-time paid employment in clerical work, six (6) months of which must have been in a position that provided a working knowledge of Human Resources operations, wage and salary administration or related areas.

### **PREFERRED REQUIREMENTS:**

1. Ability to operate personal computer utilizing MS Word, Windows, Excel, ABRA, and other applicable software.
2. Ability to maintain database and related files
3. Knowledge of Human Resource Services Operating Policies and Procedures, EEO, ADA, FLSA, ect.
4. Ability to coordinate/prioritize job tasks (functions).
5. Ability to compile information and retrieve in report format
6. Ability to communicate effectively both orally and in written form
7. Ability to work independently especially in the absence of the supervisor
8. Maintain a good driving record as demonstrated on the DPS Driver's License Check

Secretary III  
Taft (TCOOMMI)  
M-F 8-5  
\$1,871.00 Monthly  
Closing: August 6, 2010  
Posting: # 582



### **GENERAL DESCRIPTION:**

The Secretary III performs routine secretarial tasks with latitude for independent judgment. Must exercise personal initiative as it relates to daily routine, which includes preparing, edition and typing various types of reports and correspondence. Opens, dates and distributes mail, maintains travel files for employee. Provides receptionist coverage as needed. Enters and edits reports for TCOOMMI. Responsible for all assigned clerical duties in support of specialized programs serving adults and juvenile offenders (TCOOMMI). Prepares monthly invoices and procurement logs. Responsible for medical records and filing for all TCOOMMI records. Must possess excellent organization, verbal & written communication skills. The Secretary III performs other duties as assigned or appropriate to fulfill the needs of the community service center. Will report to the Director of TCOOMMI and received additional direction from the on site manager.

### **MINIMUM QUALIFICATIONS:**

High School Diploma or GED certificate, plus secretarial or clerical experience

### **PREFERRED REQUIREMENTS:**

1. Able to type 35 wpm
2. Knowledge of Microsoft office, Word, Excel, and Access
3. Bilingual