



Coastal Plains Community Center

Tel: (361)777-3991

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

Bulletin 863

October 6, 2017 – October 13, 2017

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. **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.

Coastal Plains Community 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 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.

Case Manager I,II,III (Youth & Family)
Rockport MH
Monday-Friday 8am-5pm (Flex)
\$2472.00-\$3143.00 Monthly
Closing: October 13, 2017
Posting: #926



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION: Works as a member of an integrated treatment team. Staff is responsible for providing rehabilitation, and support services, to Youth 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 Clinic Director or designee. Job requires high level of clinical skill necessary for independent judgement.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in social, behavioral health, 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.) Able to communicate orally in Spanish.
- 3.) One year experience in MH casemanagement/rehab skills training.
- 4.) Maintain class "C" license with less than 10 penalty points
- 5.) Lives within a 30 minute commute from the Rockport clinic.
- 6.) Master's degree in major of social, behavior health or human services.

Case Manager I,II,& III (Youth & Family)
Falfurrias MH
Monday-Friday 8am-5pm (Flex)
\$2472.00-\$3143.00 Monthly
Closing: October 13, 2017
Posting: #928



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION: Works as a member of an integrated treatment team. Staff is responsible for providing rehabilitation, and support services, to Youth 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 Clinic Director or designee. Job requires high level of clinical skill necessary for independent judgement. .

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in social, behavioral health, 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.) Able to communicate orally in Spanish.
- 3.) One year experience in MH casemanagement/rehab skills training.
- 4.) Maintain class "C" license with less than 10 penalty points
- 5.) Lives within a 30 minute commute from the Falfurrias clinic.
- 6.) Master's degree in major of social, behavior health or human services.

Medical Records Clerk
Rockport MH
Monday-Friday 8am-5pm (Flex)
\$2081.00 Monthly
Closing: October 13, 2017
Posting: #929



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION: The Records Specialist provides services to the Center and support for Services Coordinator/Professional staff. Duties include but are not limited to secretary duties, supervision of secretary II's and other support staff, maintaining and scanning records, providing assistance to Service Coordinators for coordination of consumer services, typing, filing, copying and assistance with organizing and scheduling needed activities. Position also performs moderately complex secretarial/technical services for various professional staff. This position also assumes workload in the absence of Secretary II. This position reports directly to the Rockport Clinic Director.

MINIMUM QUALIFICATIONS:

Any combination of education and experience equivalent to high school graduation or GED, plus two (2)-years' experience in the field of work related to the duties of the position.

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.

Lead Program Facilitator
Beeville Group Home
Monday-Friday 6am-2pm (Flex)
\$2081.00 Monthly
Closing: October 13, 2017
Posting: #930



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION

This position is based in Beeville, TX at the Coastal Plains Community Center's HCS women's group home. The lead Program Facilitator is 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, nutrition, safety, etc. 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 vehicles are also applicable 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. Four (4) years of related experience (any combination of education and experience equivalent to four years).
3. Must possess Class C operator's license with proof of liability insurance.

PREFERRED REQUIREMENTS:

1. Work history demonstrating an ability to work under minimal supervision.
2. Must have a stable work record demonstrated by longevity with previous employer (two years or longer).
3. Experience overseeing group homes for intellectually disable persons is a plus.