



# 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 1059

January 7, 2022 – January 14, 2022

**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.

**Counselor**  
**TBD**  
**Monday-Friday 8-5**  
**\$4,744.00 Monthly**  
**Posting: #2049**  
**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:**

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

**Counselor  
Portland  
Monday-Friday 8-5  
\$4,744.00.00 - \$4,901.00 Monthly  
Posting: #2093  
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:**

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.).

**Crisis Worker III  
San Diego  
Monday-Friday 8-5 Flex  
\$3,342 Monthly  
Posting: #2105  
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:**

This position will provide crisis care services to multiple clinics. This crisis worker will service Duval and Jim Wells counties and may assist other service counties as needed. Other duties to be provided will be screenings, post hospital follow-ups, crisis follow-up provide jail diversion interventions at Duval County jail and maintain contact with psychiatric facilities. This position will also maintain a small caseload. Crisis worker will provide aggressive interventions and frequent in-person contact with individuals and their families, by providing on-going Rehabilitative and Case management services for adults and children 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. Schedule will be flexible. This position will report to the San Diego Clinic Director.

**MINIMUM QUALIFICATIONS:**

A Bachelor's Degree from an accredited college or university with a major in Social, Behavioral, or Human Services 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. Class C operator's license with evidence of a good driving record.

**PREFERRED REQUIREMENTS:**

1. Minimum proficiency with computer software as demonstrated by knowledge of Microsoft Applications<sup>2</sup>.
2. Lives within service area (Jim Wells or Duval County)
3. Master's degree
4. Is able to communicate in Spanish
5. Experience working with this target population (adults and children) who are experiencing crisis situations

**Counselor  
Aransas Pass  
Monday -Friday 8-5  
\$4744.00 Monthly  
Posting: #2063  
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 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

**Medical Tech II  
Alice/Beeville, TX  
Monday – Friday 8-5 Flex  
\$2,206.00 Monthly  
Posting: #2109  
Until Filled**



**Coastal Plains Community Center is committed to providing a Trauma-informed environment for everyone who comes through our doors.**

**GENERAL DESCRIPTION:**

The position of Certified Medical Assistant and is designed to ensure the effective and efficient delivery of medical assistant services to mental health consumers enrolled in Coastal Plains Community Center. Under General supervision of a registered nurse, is responsible for performing moderately complex medical aide work. Assist nurses to coordinate and assist the clinic psychiatrist on scheduled clinic days; coordinates medication services to consumers, to include injections and pill box service. Complete vitals and assists with the flow of information regarding EKG's and Lab results. Performs medical assistant functions as appropriate. The CMA will travel within the 9 county areas, focusing on the Alice and Beeville clinics. The CMA serves both the needs of adult and child services. Reports clinically to the Director of Nursing and administratively to the assigned Clinic Director.

For further information please contact Yvonne Flores at 361-592-6481.

**MINIMUM QUALIFICATIONS:**

1. Holds current unrestricted certificate as a Certified Medical Assistant in the State of Texas, or is an LVN with active license. Plus, one (1) year experience in assisting medical staff in administering therapeutic programs and monitoring patient conditions.
2. Ability to maintain Class C driver's license with less than 10 penalty points.

**PREFERRED REQUIREMENTS:**

1. Applicant has knowledge in Office, Outlook and Excel.
2. Applicant lives within 30-minute commute from Clinic.
3. Applicant has experience working in an outpatient setting.
4. Applicant has experience working with individuals diagnosed with a mental illness.

**Crisis Worker III**  
**Beeville**  
**Monday-Friday 8-5 Flex**  
**\$3,342 Monthly**  
**Posting: #2112**  
**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:**

This position will provide crisis care services to multiple clinics. This crisis worker will service Bee and Live Oak counties and may assist other service counties as needed. Other duties to be provided will be screenings, post hospital follow-ups, crisis follow-up provide jail diversion interventions at Bee and Live Oak County jail and maintain contact with psychiatric facilities. This position will also maintain a small caseload. Crisis worker will provide aggressive interventions and frequent in-person contact with individuals and their families, by providing on-going Rehabilitative and Case management services for adults and children 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. Schedule will be flexible. This position will report to the Beeville Clinic Director.

**MINIMUM QUALIFICATIONS:**

A Bachelor's Degree from an accredited college or university with a major in Social, Behavioral, or Human Services 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 assess 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.
4. Master's degree
5. Is able to communicate in Spanish
6. Experience working with this target population (adults and children) who are experiencing crisis situations

**Case Manager III**  
**Alice, Adult MH**  
**Monday-Friday 8-5 Flex**  
**\$3,143.00 - \$3,342.00 Monthly**  
**Posting: #2117**  
**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:**

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 Clinic Director 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 Alice clinic.

**Case Manager III  
Alice, Youth MH  
Monday-Friday 8-5 Flex  
\$3,143.00 - \$3,342.00 Monthly  
Posting: #2118  
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:**

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 program 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 Alice clinic.
7. One-year experience working with youth, adolescents and families.

**Counselor**  
**Aransas Pass/Rockport Adult MH**  
**Monday-Friday 8-5 Flex**  
**\$4,744.00 Monthly**  
**Posting: #2119**  
**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:**

This position is responsible for providing psychosocial assessments, diagnostic evaluations/reviews and will be determining eligibility for individuals and families seeking mental health services from Coastal Plains Community Center. This position will provide virtual and face to face services to individuals in our nine-county service area.

**MINIMUM QUALIFICATIONS:**

Must hold current license from the state of Texas in one of the following areas: a medical physician, Licensed Professional Counselor, LMSW-ACP, licensed psychologist, advanced practice nurse, Licensed Clinical Social Worker. Must have a current Texas driver's license.

**PREFERRED REQUIREMENTS:**

1. Any practitioner certified by Academy of Cognitive Therapy, Beck Institute for CBT, or the Reach Institute to provide CBT in the state of Texas or be capable of obtaining CBT certification with assistance from the Center.
2. Practitioner has experience working in an outpatient setting.
3. Practitioner is familiar with entering information into an electronic medical record.

**Case Manager III  
Rockport, Youth MH  
Monday-Friday 8-5 Flex  
\$3,143.00 - \$3,342.00 Monthly  
Posting: #2123  
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:**

Works with the Center's Youth and Adolescent program to help clients improve mental health symptoms by providing Case management, Rehabilitative Skills Training and support services. Works closely with other youth team members and community partners. Nature of work involves virtual care, and in-person contact with individuals and their caretaker at the office, school and/or home location. Job requires some clinical skills necessary for independent judgement. Job performance requires an automobile, and flexible hours to provide services. Works under the supervision of the Youth and Family program manager or designee.

**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 Case management/rehab skills training.
4. One Year Experience working with youth, adolescents and families
5. Maintain class "C" license with less than 10 penalty points
6. Lives within a 30-minute commute from Rockport.
7. Master's degree in major of social, behavior health or human services.

**Licensed Chemical Dependency Counselor**  
**Alice**  
**Monday-Friday 8-5**  
**\$3,006.00 Monthly**  
**Posting: #2125**  
**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 Licensed Chemical Dependency Counselor will perform moderately complex substance abuse counseling work. Work involves treating and rehabilitating clients in a substance abuse treatment or rehabilitation program. LCDC will work under the general supervision of the program manager. Responsibilities include providing interventions for individuals with chemical dependency and substance use disorders. Duties include but are not limited to assessment, substance use counseling, and coordinating/advocating on behalf of assigned clients. Staff will use specific motivational interviewing techniques and other evidence-based practices to assist individuals through the process of change. Travel within the service area may be required. Center vehicles are available and mileage is also available for instances when personal vehicle is used within scope of duty. Requires excellent communication written/interpersonal skills; ability to meet strict deadlines, ability to use a computer. Must be able to work within a team process.

**MINIMUM QUALIFICATIONS:**

Must be a Texas Licensed Chemical Dependency Counselor.  
At least 2 years of relevant experience. A valid Texas driver's license and good driving record is required.  
Must be able to pass the agency employment background check.

- 2 years of experience in the substance use field as well as experience in a community setting.
- Experience with the Integrated Behavioral Health Primary Care concept.

**PREFERRED REQUIREMENTS:**

- Knowledge of individual needs/characteristics associated with mental illness, substance use disorders, and appropriate approaches to counseling and treatment.
- Knowledge of computer system and electronic health documentation for behavioral services delivery.
- Knowledge of methods useful for treatment planning and implementation.
- Skill with presentations to management or community leadership groups.
- Skilled at communicating with a variety of clinicians, especially those in the mental health field.
- Ability to work independently, to organize work efficiently, and to communicate effectively both verbally and in writing.
- Ability to develop productive relationships with children and family members that focus on specific outcomes.
- Ability to maintain physical and emotional stamina to permit full performance of duties.
- Ability to work in a crisis situation.

**Case Manager III  
Aransas Pass, Adult MH  
Monday-Friday 8-5 Flex  
\$3,143.00 - \$3,342.00 Monthly  
Posting: #2126  
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:**

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 Clinic Director or designee. Job requires high level of clinical skill necessary for independent judgment.

**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.

**Secretary II**  
**Taft**  
**Monday-Friday 8-5 Flex**  
**\$1,869.00 Monthly**  
**Posting: #2127**  
**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 running reports, data entry, editing and typing various types of documents, distributing mail, maintaining files and communicating (either face to face or by telephone) with the various members of the community represented by CPCC. The secretary performs other duties as assigned or appropriate to fulfill the needs of the Center. This position is supervised by the Secretary IV 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.

**CMA or LVN  
Rockport/Aransas Pass  
Monday – Friday 8-5 Flex  
\$2,206.00 -2,783.00 Monthly  
Posting: #2128  
Until Filled**



**Coastal Plains Community Center is committed to providing a Trauma-informed environment for everyone who comes through our doors.**

**GENERAL DESCRIPTION:**

The position of Certified Medical Assistant and/or Licensed Vocational Nurse is designed to ensure the effective and efficient delivery of medical assistant services to mental health consumers enrolled in Coastal Plains Community Center. Under General supervision of a registered nurse, is responsible for performing moderately complex medical aide work. Assist nurses to coordinate and assist the clinic psychiatrist on scheduled clinic days; coordinates medication services to consumers, to include injections and pill box service. Complete vitals and assists with the flow of information regarding EKG's and lab results. Performs medical assistant functions as appropriate. The CMA serves both the needs of adult and child services. Reports clinically to the Director of Nursing and administratively to the assigned Clinic Director.

For further information please contact Yvonne Flores at 361-592-6481.

**MINIMUM QUALIFICATIONS:**

1. Holds current unrestricted certificate as a Certified Medical Assistant in the State of Texas, or is an LVN with active license. Plus, one (1) year experience in assisting medical staff in administering therapeutic programs and monitoring patient conditions.
2. Ability to maintain Class C driver's license with less than 10 penalty points.

**PREFERRED REQUIREMENTS:**

1. Applicant has knowledge in Office, Outlook and Excel.
2. Applicant lives within 30-minute commute from Clinic.
3. Applicant has experience working in an outpatient setting.
4. Applicant has experience working with individuals diagnosed with a mental illness.

**Secretary III  
Rockport  
Monday-Friday 8-5 Flex  
\$1,971.00 Monthly  
Posting: #2129  
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 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.

**Case Manager III  
Alice, Adult MH  
Monday-Friday 8-5 Flex  
\$3,143.00 - \$3,342.00 Monthly  
Posting: #2130  
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:**

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 CPCC. Works under the supervision of the Clinic Director 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 social, behavioral health, or human services. Salary is commensurate with education and experience per Coastal Plains Community Center career ladder. Must Maintain Class "C" license with less than 10 penalty points.

**PREFERRED REQUIREMENTS:**

- 1.) Knowledge of Microsoft office and basic computer skills
- 2.) Able to communicate orally in Spanish.
- 3.) One-year experience in MH case management /rehab skills training.
- 4.) Lives within a 30-minute commute from the Alice clinic.
- 5.) Master's Degree in social, behavioral health, or human services.