

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

Bulletin 1197

January 10, 2025 – January 17, 2025

Applications Accepted via our website <u>www.coastalplainsctr.org</u>. *If the position has a closing date, the Applications must be received by closing date to be eligible for consideration.* Resumes are **NOT ACCEPTED** in lieu of an application. <u>We will not accept faxed applications</u>.

We are an Equal Opportunity/ADA/Affirmative Action Employer

Requirements:

Every person hired at Coastal Plains Integrated Health 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 Integrated Health. 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 Integrated Health 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.

LPC/LCSW Position Rockport/Aransas Pass Area Monday-Friday 8-5 (Flex) \$5,500 Monthly Posting: #2342 Closes: Until Filled



Coastal Plains Integrated Health is committed to providing a Trauma-informed environment for employees and the people we serve.

About our Organization:

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LPC/LCSW Responsibilities:

This position is responsible for providing counseling, psychosocial assessments, diagnostic evaluations/reviews and will be determining eligibility for individuals and families seeking mental health services for Coastal Plains Integrated Health. This position will provide virtual and face-to-face services to individuals in our nine-county service area. Services will be provided in office setting and other community settings such as: schools and homes.

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, Licensed Clinical Social Worker. Must have a current Texas driver's license.

PREFERRED REQUIREMENTS:

- 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.
- Practitioner has experience working in an outpatient setting.
- Practitioner is familiar with entering information into an electronic medical record.

- A fully funded health, dental and short-term disability package
- Pet Insurance
- \$10,000 employer sponsored life insurance
- Elective life up to 100k guaranteed issue at sign on
- Employer sponsored retirement plan 401(a) with 150% matching funds
- Elective retirement plan 403(b) option
- 14 paid holidays
- 156 hours of paid vacation
- Longevity pay
- Potential end of year merit

Licensed Chemical Dependency Counselor Taft, TX Monday-Friday 8-5 \$3,006 - \$3,342 Monthly Posting: #2348 Closes: Until Filled



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Licensed Chemical Dependency Counselor Responsibilities:

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 and have two (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.

- A fully funded health, dental, and short-term disability package
- Pet Insurance
- \$10,000 employer sponsored life insurance
- Elective life up to 100k guaranteed issue at sign on
- Employer sponsored retirement plan 401(a) with 150% matching funds
- Elective retirement plan 403(b) option
- 14 paid holidays
- 156 hours of paid vacation
- Longevity pay
- Potential end of year merit

Adult Rehab Caseworker/Case Manager II, III Beeville, TX Monday-Friday 8-5 (Flex) \$3,143.00-3,342.00 Monthly Posting: #2349 Closes: Until Filled



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Rehab Caseworker III/Case Manager Responsibilities:

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 Integrated Health. Works under the supervision of the Beeville Clinic Director. Job requires high level of clinical skills 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:

- Knowledge of Microsoft office and basic computer skills
- Able to communicate orally in Spanish.
- One-year experience in MH Case Management/rehab skills training.
- Master's degree
- Demonstrates knowledge of local support services available in Bee and Live Oak county.

- Free LPC-A supervision
- A fully funded health, dental, and short-term disability package
- Pet Insurance
- \$10,000 employer sponsored life insurance
- Elective life up to 100k guaranteed issue at sign on
- Employer sponsored retirement plan 401(a) with 150% matching funds
- Elective retirement plan 403(b) option
- 14 paid holidays
- 156 hours of paid vacation
- Longevity pay
- Potential end of year merit

LPC/LCSW Position Taft Monday-Friday 8-5 (Flex) \$5,500 Monthly Posting: #2358 Closes: Until Filled



Coastal Plains Integrated Health is committed to providing a Trauma-informed environment for employees and the people we serve.

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LPC/LCSW Responsibilities:

This position is responsible for providing counseling, psychosocial assessments, diagnostic evaluations/reviews and will be determining eligibility for individuals and families seeking mental health services for Coastal Plains Integrated Health. This position will provide virtual and face-to-face services to individuals in our nine-county service area. Services will be provided in office setting and other community settings such as: schools and homes.

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, Licensed Clinical Social Worker. Must have a current Texas driver's license.

PREFERRED REQUIREMENTS:

- 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.
- Practitioner has experience working in an outpatient setting.
- Practitioner is familiar with entering information into an electronic medical record.

- A fully funded health, dental, and short-term disability package
- Pet Insurance
- \$10,000 employer sponsored life insurance
- Elective life up to 100k guaranteed issue at sign on
- Employer sponsored retirement plan 401(a) with 150% matching funds
- Elective retirement plan 403(b) option
- 14 paid holidays
- 156 hours of paid vacation
- Longevity pay
- Potential end of year merit

Rehab Caseworker/Case Manager II, III Taft, TX Monday-Friday 8-5 (Flex) \$3,143.00-3,342.00 Monthly Posting: #2362 Closes: Until Filled



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Rehab Caseworker III/Case Manager Responsibilities:

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. Must have a Class "C" Driver's License.

PREFERRED REQUIREMENTS:

- Knowledge of Microsoft office and basic computer skills
- Able to communicate orally in Spanish.
- One-year experience in MH Case Management/rehab skills training.
- One Year Experience working with youth, adolescents and families
- Master's degree in major of social, behavior health or human services.

- Free LPC-A supervision
- A fully funded health, dental, and short-term disability package
- Pet Insurance
- \$10,000 employer sponsored life insurance
- Elective life up to 100k guaranteed issue at sign on
- Employer sponsored retirement plan 401(a) with 150% matching funds
- Elective retirement plan 403(b) option
- 14 paid holidays
- 156 hours of paid vacation
- Longevity pay
- Potential end of year merit

Case Manager III San Diego/Alice, TX Monday-Friday 8-5 (Flex) \$3,342 Monthly Posting: #2363 Closes: Until Filled



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Case Manager Responsibilities:

This position will provide crisis care services to multiple clinics. This crisis worker will service Alice and San Diego clinics. Other duties to be provided will be screenings, post hospital follow-ups, crisis follow-up 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 Alice/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. Must Maintain Class "C" license with less than 10 penalty points.

PREFERRED REQUIREMENTS:

- Minimum proficiency with computer software as demonstrated by knowledge of Microsoft Applications2.
- Lives within service area (Jim Wells or Duval County)
- Excellent verbal and written communication skills as demonstrated by oral and written interview
- Is able to communicate in Spanish
- Experience working with this target population (adults and children) who are experiencing crisis situations

- Free LPC-A supervision
- A fully funded health, dental, and short-term disability package
- Pet Insurance
- \$10,000 employer sponsored life insurance
- Elective life up to 100k guaranteed issue at sign on
- Employer sponsored retirement plan 401(a) with 150% matching funds
- Elective retirement plan 403(b) option
- 14 paid holidays
- 156 hours of paid vacation
- Longevity pay
- Potential end of year merit

Human Services Tech II, III, IV, V Odem, TX Group Home Friday 2pm-10pm Sat & Sun 6am-10pm \$1,869.00-\$2,206.00 Monthly Posting: #2366 Closes: Until Filled



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Human Services Tech responsibilities:

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 training, documentation, maintenance of home, medical appointments, and assisting with their finances. This position reports to the Director of Waiver Services. Must have a class "C" driver's license.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED certificate
- A valid class "C" Texas Driver's license, with a good driving record

PREFERRED REQUIREMENTS:

- Work history demonstrating an ability to work under minimal supervision.
- Stable work record demonstrated by longevity with previous employer (Two years or longer).
- Local residency within 20 minutes commute of duty station.
- Previous experience working with persons with cognitive disabilities.

- Pay enhancement for CMA or CNA certification
- A fully funded health, dental, and short-term disability package
- Pet Insurance
- \$10,000 employer sponsored life insurance
- Elective life up to 100k guaranteed issue at sign on
- Employer sponsored retirement plan 401(a) with 150% matching funds
- Elective retirement plan 403(b) option
- 14 paid holidays
- 156 hours of paid vacation
- Longevity pay
- Potential end of year merit

Group Home Manager HST V Odem, TX Group Home Monday-Friday 6am to 2pm/Flex \$2,500.00 Monthly Posting: #2367 Closes: Until Filled



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Group Home Manager Responsibilities:

This is a group home management position based in Odem, TX. at the Coastal Plains HCS Men's Group Home. This position works with intensive individuals in a group home setting. Position is primarily responsible for managing, coordinating and directing group home staff. The manager is responsible 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 safety, nutrition, etc. Position is also responsible for coordinating with nursing for administration of medications and other health needs, transporting individuals to medical appointments, community activities, and job sites. Documentation of services, medical billing, and maintenance of vehicle are also applicable to job duties. This position reports to the Director of Waiver Services. Must have a class "C" driver's license.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED certificate
- A valid class "C" Texas Driver's license, with a good driving record

PREFERRED REQUIREMENTS:

- Work history demonstrating an ability to work under minimal supervision.
- Stable work record demonstrated by longevity with previous employer (Two years or longer).
- Local residency within 20 minutes commute of duty station.
- Previous experience working with persons with cognitive disabilities.

- Pay enhancement for CMA or CNA certification
- A fully funded health, dental, and short-term disability package
- Pet Insurance
- \$10,000 employer sponsored life insurance
- Elective life up to 100k guaranteed issue at sign on
- Employer sponsored retirement plan 401(a) with 150% matching funds
- Elective retirement plan 403(b) option
- 14 paid holidays
- 156 hours of paid vacation
- Longevity pay
- Potential end of year merit

Mental Health Intake Screener Aransas Pass, TX Monday-Friday 8am to 5pm/Flex \$3,342.00 Monthly Posting: #2369 Closes: Until Filled



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Mental Health Intake Screener Responsibilities:

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:

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

- A fully funded health, dental, and short-term disability package
- Pet Insurance
- \$10,000 employer sponsored life insurance
- Elective life up to 100k guaranteed issue at sign on
- Employer sponsored retirement plan 401(a) with 150% matching funds
- Elective retirement plan 403(b) option
- 14 paid holidays
- 156 hours of paid vacation
- Longevity pay
- Potential end of year merit

TCOOMMI Case Manager III Portland, TX Monday-Friday 8am to 5pm/Flex \$3,542.00 Monthly Posting: #2370 Closes: Until Filled



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TCOOMMI Case Manager III Responsibilities:

This position provides intensive case management services to offenders with severe and persistent mental illness who are also being supervised by adult probation. This position maintains an active cooperative working relationship with the criminal justice partners and acts as liaison between offenders and supervising officer. Case Management services consist of linking consumers to medical, social, educational and other resources to meet their needs. Provides skills training that focus on positive outcomes with reduction in symptoms; the goal is reducing the recidivism rate. Work is community and site based. The job requires travel for community-based services, and provision of flexible schedule. Will report to the TCOOMMI Program Director.

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. Must have a valid TX Class C Driver's License.

PREFERRED REQUIREMENTS:

- Knowledge of Microsoft office and basic computer skills
- One-year experience in Mental Health Case management/ rehab skills training.
- One Year Experience working with person's diagnosed with a mental illness
- Maintain class "C" license with less than 10 penalty points
- Master's degree in major of social, behavior health or human services.

- A fully funded health, dental, and short-term disability package
- Pet Insurance
- \$10,000 employer sponsored life insurance
- Elective life up to 100k guaranteed issue at sign on
- Employer sponsored retirement plan 401(a) with 150% matching funds
- Elective retirement plan 403(b) option
- 14 paid holidays
- 156 hours of paid vacation
- Longevity pay
- Potential end of year merit

Psychiatric Nurse Practitioner TBD Monday-Friday 8am to 5pm/Flex \$10,500 Monthly Posting: #2371 Closes: Until Filled



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Psychiatric Nurse Practitioner Responsibilities:

This position is responsible for handling patient appointments and performing routine examinations to ensure patient psychiatric health. The duties involve speaking with patients re: their symptoms, completing initial diagnostic evaluations, and follow-ups. This position will prescribe medications and assist with educating patients on prescribed medications and injections. The nurse practitioner would also be coordinating with other healthcare professionals to ensure referrals are being made when appropriate. This position will work closely with the Director of Nursing and the Center's Medical Director to assist with daily clinic operations. Will assist the DON with development of medical policies and procedures. This position will perform health care procedures and monitor health conditions of individuals opened to care with the Center. This position will report to the Center's CEO and work clinically under the Center's Medical Director.

MINIMUM QUALIFICATIONS:

A master's degree in the field of Nursing plus five (5) years of experience related to the duties to be performed. Applicant must also be Board Certified as a Nurse Practitioner in the state of Texas. Must have a valid Texas class C driver's license.

PREFERRED REQUIREMENTS:

- Experience with providing medical services in an LMHA outpatient setting.
- Experience in providing training to licensed medical staff.
- Experience in behavioral health case management services.
- Board Certified Psychiatric Mental Health Nurse Practitioner (PMHNP).

- A fully funded health, dental, and short-term disability package
- Pet Insurance
- \$10,000 employer sponsored life insurance
- Elective life up to 100k guaranteed issue at sign on
- Employer sponsored retirement plan 401(a) with 150% matching funds
- Elective retirement plan 403(b) option
- 14 paid holidays
- 156 hours of paid vacation
- Longevity pay
- Potential end of year merit

Adult Rehab Caseworker/Case Manager III Rockport, TX Monday-Friday 8-5 (Flex) \$3,143.00-3,342.00 Monthly Posting: #2372 Closes: Until Filled



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Adult Rehab Caseworker/Case Manager III Responsibilities:

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 Integrated Health. Works under the supervision of the Clinic Director or designee. Job requires high level of clinical skills necessary for independent judgment.

MINIMUM QUALIFICATIONS:

A bachelor's degree from an accredited college or university that allows for QMHP-CS/QIDD credentialing. Salary is commensurate with education and experience per Coastal Plains' career ladder. Class "C" operator's license with evidence of a good driving record. Reliable transportation a must.

PREFERRED REQUIREMENTS:

- Knowledge of the needs and characteristics associated with the target population.
- Proficient computer skills to perform job functions.
- Ability to communicate effectively both orally and in writing.
- Knowledge of local community resources and how to access those services.
- Ability to demonstrate knowledge on the importance of productivity, time management, and organizational skills.
- Ability to establish a therapeutic relationship with consumers and their support system and to set and maintain boundaries.
- Ability to maintain a Class C license with less than ten (10) penalty points.

- Free LPC-A supervision
- A fully funded health, dental, and short-term disability package
- Pet Insurance
- \$10,000 employer sponsored life insurance
- Elective life up to 100k guaranteed issue at sign on
- Employer sponsored retirement plan 401(a) with 150% matching funds
- Elective retirement plan 403(b) option
- 14 paid holidays
- 156 hours of paid vacation
- Longevity pay
- Potential end of year merit

Family Partner TBD Monday-Friday 8-5 (Flex) \$2,206.00-\$2,472.00 Monthly Posting: #2373 Closes: Until Filled



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Family Partner Responsibilities:

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. Must be at least 18 years of age or older and must have a high school diploma or GED. 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. 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. Can meet requirements for Medicaid background check. 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:

- Knowledge of the needs and characteristics associated with the target population.
- Proficient computer skills to perform job functions.
- Ability to communicate effectively both orally and in writing.
- Knowledge of local community resources and how to access those services.
- Ability to demonstrate knowledge on the importance of productivity, time management, and organizational skills.
- Ability to establish a therapeutic relationship with consumers and their support system and to set and maintain boundaries.
- Ability to maintain a Class C license with less than ten (10) penalty points.

- A fully funded health, dental, and short-term disability package
- Pet Insurance
- \$10,000 employer sponsored life insurance
- Elective life up to 100k guaranteed issue at sign on
- Employer sponsored retirement plan 401(a) with 150% matching funds
- Elective retirement plan 403(b) option
- 14 paid holidays
- 156 hours of paid vacation, longevity pay, potential end of year merit

Account Specialist Portland, TX Monday-Friday 8am to 5pm/Flex \$4,800-\$5,300 Monthly Posting: #2374 Closes: Until Filled



Coastal Plains Integrated Health is committed to providing a Trauma-informed environment for employees and the people we serve.

About our Organization:

Coastal Plains is a certified community behavioral health center (CCBHC). The center provides behavioral health services, primary health services, and substance use services to children and adults. We offer employees a strong benefit package which includes the above posted salary. Our philosophy is to take care of our employees so they can take care of the people we serve.

Account Specialist Responsibilities:

Responsible for the review, process, and payment of Center invoices for services, contractor providers, and all goods procured by Coastal Plains Integrated Health. Responsible for the reconciliation of bank accounts, petty cash activity, and group home rental statements. Serves as the back up to the Chief Financial Officer and Chief Accountant to assist in external funding reporting. Requires extensive due diligence pertaining to record keeping and procedures prior to payment as well as knowledge of basic accounting concepts and rules. Ability to work with minimum direct supervision and to trace back procedures is a must. The Program Specialist reports to the Chief Financial Officer.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree from an accredited college or university, plus three (3) years of experience relevant to the duties to be performed. Computer skills and fundamental working knowledge of Excel is needed. Must have a class "C" driver's license.

PREFERRED REQUIREMENTS:

- Knowledge in record keeping and knowledge of basic accounting concepts and rules.
- Ability to work with minimum direct supervision.
- Knowledge on receivable responsibilities, receiving payments, and processing deposits.
- Experience in data entry, journal entries and adjustments.
- Ability to perform clerical duties, including filing, typing, sorting mail and answering phone.

- A fully funded health, dental, and short-term disability package
- Pet Insurance
- \$10,000 employer sponsored life insurance
- Elective life up to 100k guaranteed issue at sign on
- Employer sponsored retirement plan 401(a) with 150% matching funds
- Elective retirement plan 403(b) option
- 14 paid holidays
- 156 hours of paid vacation
- Longevity pay
- Potential end of year merit

TCOOMMI Case Manager III Portland, TX Monday-Friday 8am to 5pm/Flex \$3,542.00 Monthly Posting: #2375 Closes: Until Filled



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TCOOMMI Case Manager III Responsibilities:

This position provides intensive case management services to offenders with severe and persistent mental illness who are also being supervised by adult probation. This position maintains an active cooperative working relationship with the criminal justice partners and acts as liaison between offenders and supervising officer. Case Management services consist of linking consumers to medical, social, educational and other resources to meet their needs. Provides skills training that focus on positive outcomes with reduction in symptoms; the goal is reducing the recidivism rate. Work is community and site based. The job requires travel for community-based services, and provision of flexible schedule. Will report to the TCOOMMI Program Director.

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. Must have a valid TX Class C Driver's License.

PREFERRED REQUIREMENTS:

- Knowledge of Microsoft office and basic computer skills
- One-year experience in Mental Health Case management/ rehab skills training.
- One Year Experience working with person's diagnosed with a mental illness
- Maintain class "C" license with less than 10 penalty points
- Master's degree in major of social, behavior health or human services.

- A fully funded health, dental, and short-term disability package
- Pet Insurance
- \$10,000 employer sponsored life insurance
- Elective life up to 100k guaranteed issue at sign on
- Employer sponsored retirement plan 401(a) with 150% matching funds
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