



Coastal Plains Integrated Health

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

Bulletin 1282

July 24, 2026 – July 31, 2026

Applications Accepted via our website www.coastalplainsctr.org. *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. **We will not accept faxed applications.****

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.

Case Manager III
Taft, TX
Monday-Friday 8-5 (Flex)
\$3,143.00-\$3,342.00 Monthly
Posting: #2449
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.

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 Community Center. 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 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. Applicants with a major in another field will be considered for an interview if there is at least twenty-four hours (24) of course work in Social, Behavioral Health, or Human services. Salary is commensurate with education and experience per Coastal Plains career ladder. Class C operator's license with evidence of a good driving record and the ability to type 30wpm.

PREFERRED REQUIREMENTS:

- Knowledge of nursing standards both state and HCS.
- Ability to perform focused nursing assessments
- Ability to provide teaching & over-site to non-licensed paid staff who provide delegated nursing care to Consumers
- Ability to clearly communicate to both staff and consumers
- Ability to utilize computer-based data base for documentation
- Type a minimum of 50 WPM

BENEFIT PACKAGE:

- 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
- 15 paid holidays
- 156 hours of paid vacation
- Loan forgiveness facility
- Longevity pay
- Potential end of year merit

Program Facilitator/HST II, III, IV
Taft, TX
Monday-Friday 8-5 (Flex)
\$1,869.00-\$2,206.00 Monthly
Posting: #2478
Closes: Until Filled



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Program Facilitator/HST II, III, IV Responsibilities:

This position is based in Taft, TX, at the Coastal Plains IDD ISS Center. The Program Facilitator is responsible for implementing training strategies; transporting consumers including but not limited to lifting and loading wheelchairs as needed, 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, and other duties as assigned, 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:

High school diploma or GED certificate. Related experience with persons with disabilities. 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. Type 30 WPM, and ability to lift 45lbs or more and the ability to push and pull a wheelchair with client.

PREFERRED REQUIREMENTS:

- Work history demonstrating an ability to work under minimal supervision.
- Stable work record demonstrated by longevity with previous employer. (2 yrs. or longer)
- Have related job experience with individuals with IDD.
- Trauma Informed
- HCS and TxHmL Waiver services experience
- Certified Nursing Assistant (CNA) or Certified Medical Assistant (CMA) (current certification)
- Type a minimum of 50 WPM

BENEFIT PACKAGE:

- 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
- 15 paid holidays
- 156 hours of paid vacation
- Loan forgiveness facility
- Longevity pay
- Potential end of year merit

Secretary III
San Diego, TX
Monday – Friday 8am-5pm (flex)
\$1,971.00 Monthly
Posting: #2484
Closes: Until Filled



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Secretary III Responsibilities:

The Secretary III 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 financials, completing intake/annual documentation 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. The Clerical Supervisor III supervises the Secretary.

MINIMUM QUALIFICATIONS:

A high school diploma or GED certificate, plus one (1) year secretarial and clerical experience or training. Must have a valid class "C" Texas Driver's license, with a good driving record and the ability to type 30wpm.

PREFERRED REQUIREMENTS:

- Medical Records experience.
- Proficient in typing skills as evidenced by administered typing test (50 WPM).
- Excellent computer skills with knowledge of Microsoft Word and Excel. •
- Ability to work independently, and communicate efficiently with clients as well as other community professionals.
- Bilingual English/Spanish.

BENEFIT PACKAGE:

- A fully funded health, dental, vision package and short-term disability
- 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

Jail Diversion Specialist/Case Manager III
Alice, TX
Monday-Friday 8-5 (Flex)
\$3,143.00-3,342.00 Monthly
Posting: #2485
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, 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 also requires staff to facilitate skills activities to individuals incarcerated in the Jim Wells county jail. 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 Integrated Health career ladder. Must Maintain Class "C" license with less than 10 penalty points and the ability to type 30wpm.

PREFERRED REQUIREMENTS:

- Excellent computer skills and knowledge of Microsoft office applications.
- Ability to type 50wpm
- Ability to work independently and organize work efficiently.
- Bilingual (English-Spanish)

BENEFIT PACKAGE:

- 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
- 15 paid holidays
- 156 hours of paid vacation
- Loan forgiveness facility
- Longevity pay
- Potential end of year merit

Peer Provider
Kingsville, TX
Monday – Friday 8am-5pm (flex)
\$2,383.00 Monthly
Posting: #2489
Closes: Until Filled



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Peer Provider Responsibilities:

Performs routine rehabilitative consumer care work. Peers offer emotional support, share knowledge, teach skills, provide practical assistance, and connect people with resources, opportunities, and communities of support. Provides information, referrals, follow-up, engagement services, and participates as a treatment team member with both Adult MH services and the Early Onset psychosis program. Maintain data indicating the number of referrals, resources, unmet needs of peers and barriers to obtaining services for all interested parties. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Provides essential early onset psychosis groups and individual services to consumers. Reports clinically to LPHA and administratively to clinic director or designee.

MINIMUM QUALIFICATIONS:

Minimum of high school diploma or GED certificate, plus one (1) year experience with mental health services for a disorder treated by a mental health professional. Must be able to obtain a Certified Peer Specialist (CPS) within the first year of employment through Texas Certification Board (TCB). Must have a valid class "C" Texas Driver's license, with a good driving record and the ability to type 30wpm.

PREFERRED REQUIREMENTS:

- Knowledge of Microsoft office and basic computer skills as demonstrated by a performance exam.
- Experience navigating a mental health treatment system.
- Demonstrates knowledge of local support services available in Kingsville.
- Bilingual English/Spanish.

BENEFIT PACKAGE:

- A fully funded health, dental, vision package and short-term disability
- 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 Adult Case Manager III
Portland, TX
Monday-Friday 8-5 (Flex)
\$3,790.00 Monthly
Posting: #2490
Closes: Until Filled



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TCOOMMI Adult 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 university or college with a major in Social, Behavioral Health or Human Services. Salary is commensurate with education and experience per Coastal Plains career ladder. Applicant must be able to pass the Texas Department of Criminal Justice Pre-Employment TCIS/NCIC background check. Class C operator's license with evidence of a good driving record and the ability to type 30wpm.

PREFERRED REQUIREMENTS:

- Minimum proficiency with computer software as demonstrated by knowledge of Microsoft Applications.
- Ability to type 50wpm
- 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

BENEFIT PACKAGE:

- 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
- 15 paid holidays
- 156 hours of paid vacation
- Loan forgiveness facility
- Longevity pay
- Potential end of year merit

Early Onset Case Manager III
Alice, TX
Monday-Friday 8-5 (Flex)
\$3,342.00 Monthly
Posting: #2491
Closes: Until Filled



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Early Onset Case Manager III Responsibilities:

Works as a member of the Coordinated Specialty Care (Early Onset) team. Staff is responsible for providing rehabilitation, Crisis services and support services, to consumers aged 15 to 30 with severe and persistent mental illness in the home, school, community or office setting. 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 and may occasionally transport consumers. 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 program's Clinical Supervisor 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:

Bachelor's degree from an accredited college or university with a major in social, behavioral health, or human services. Class C operator's license with evidence of a good driving record and the ability to type 30wpm.

PREFERRED REQUIREMENTS:

- Minimum proficiency with computer software as demonstrated by knowledge of Microsoft Applications.
- Ability to type 50wpm
- Knowledge of the needs and characteristics associated with the target population.
- 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.

BENEFIT PACKAGE:

- 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
- 15 paid holidays
- 156 hours of paid vacation
- Loan forgiveness facility
- Longevity pay
- Potential end of year merit

Rehab Case Manager III
Aransas Pass, TX
Monday-Friday 8-5 (Flex)
\$3,143.00-\$3,342.00 Monthly
Posting: #2492
Closes: Until Filled



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Rehab 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 Rockport/Aransas Pass 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 and the ability to type 30wpm.

PREFERRED REQUIREMENTS:

- Minimum proficiency with computer software as demonstrated by knowledge of Microsoft Applications.
- Ability to type 50wpm
- Able to communicate orally in Spanish.
- Master's Degree.
- One-year experience in adult MH case management/rehab skills training.
- Demonstrates knowledge of local support services available in Aransas and San Patricio county.

BENEFIT PACKAGE:

- 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
- 15 paid holidays
- 156 hours of paid vacation
- Loan forgiveness facility
- Longevity pay
- Potential end of year merit

Rehab Case Manager III
Rockport, X
Monday-Friday 8-5 (Flex)
\$3,143.00-\$3,342.00 Monthly
Posting: #2494
Closes: Until Filled



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Rehab 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. The Case Manager will work as a floater for the Aransas Pass and the Rockport clinic. 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 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 and the ability to type 30wpm.

PREFERRED REQUIREMENTS:

- Minimum proficiency with computer software as demonstrated by knowledge of Microsoft Applications.
- Ability to type 50wpm
- Knowledge of the needs and characteristics associated with the target population.
- 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.

BENEFIT PACKAGE:

- 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
- 15 paid holidays
- 156 hours of paid vacation
- Loan forgiveness facility
- Longevity pay
- Potential end of year merit

Youth Case Manager III
Portland, TX
Monday-Friday 8-5 (Flex)
\$3,790.00 Monthly
Posting: #2495
Closes: Until Filled



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Youth Case Manager III Responsibilities:

Provides a higher level of mental health services to youth clients with a mental health diagnosis who are also being supervised in the community by the juvenile probation department. Worker will regularly meet with youth and families in their homes, community, probation court, and at Coastal Plains Integrated Health outpatient clinics. Worker will provide case management and skills training services for a caseload of 12-15 individuals. Worker will work in partnership with juvenile probation and have excellent communication skills. Services are intended to stabilize mental health symptoms by teaching the youth skills to manage mental health symptoms. This intensive program is also intended to aid in reducing the risk of recidivism, and increasing the family's participation with community and natural supports. A high level of detailed electronic documentation is required and adherence to company and state guidelines is expected. The job provides a vehicle to be used during working hours for travel within our service area; provision of flexible schedule. Will report to the TCOOMMI Program Director.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited university or college with a major in Social, Behavioral Health or Human Services. Salary is commensurate with education and experience per Coastal Plains career ladder. Applicant must be able to pass the Texas Department of Criminal Justice Pre-Employment TCIS/NCIC background check. Class C operator's license with evidence of a good driving record and the ability to type 30wpm.

PREFERRED REQUIREMENTS:

- Minimum proficiency with computer software as demonstrated by knowledge of Microsoft Applications.
- Ability to type 50wpm
- 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

BENEFIT PACKAGE:

- 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
- 15 paid holidays
- 156 hours of paid vacation
- Loan forgiveness facility
- Longevity pay
- Potential end of year merit

Certified Medical Assistant (CMA)
Kingsville/Taft, TX
Monday-Friday 8-5 (Flex)
\$2,684.00 Monthly
Posting: #2496
Closes: Until Filled



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Certified Medical Assistant responsibilities:

The position of Certified Medical Assistant, primary health services, is designed to ensure the effective and efficient delivery of medical assistant services to The Center's Primary Care program. Under the General supervision of a medical provider, the CMA is responsible for performing moderately complex medical aide work. CMAs assist the Center's Medical Provider and LVN on scheduled clinic days; Will travel with Medical Provider to the Center's seven (7) clinic sites to assist with primary care clinics one to two times a month at each location; assists the LVN with daily clinic operations which will include direct patient care, as well as clerical work. The CMA serves both the needs of adult and child services. Center vehicles are available for travel from site to site. Mileage reimbursement is also offered as an option. Reports directed to the center medical provider.

MINIMUM QUALIFICATIONS:

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

PREFERRED REQUIREMENTS:

- Applicant has knowledge in Office, Outlook and Excel.
- Applicant lives 30 minute commute from clinic.
- Applicant has experience working in an outpatient setting.
- Applicant has experience working with individuals diagnosed with a mental illness.

BENEFIT PACKAGE:

- Pay enhancement for CMA or CNA certification
- A fully funded health, dental, vision package and short-term disability
- 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
- 15 paid holidays
- 156 hours of paid vacation
- Longevity pay
- Potential end of year merit

Youth Rehab Caseworker/Case Manager III
Falfurrias, TX
Monday-Friday 8-5 (Flex)
\$3,143.00-3,342.00 Monthly
Posting: #2497
Closes: Until Filled



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Youth Case Manager III 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 Clinic Director or designee. Job requires high level of clinical skills 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. Applicants with a major in another field will be considered for an interview if there is at least twenty-four hours (24) of course work 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, and the ability to type 30wpm.

PREFERRED REQUIREMENTS:

- Knowledge of Microsoft office and basic computer skills
- The ability to type 50wpm
- Able to communicate orally in Spanish.
- One-year experience in Youth 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.

BENEFIT PACKAGE:

- 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
- 15 paid holidays
- 156 hours of paid vacation
- Loan forgiveness facility
- Longevity pay
- Potential end of year merit

Secretary III
Beeville, TX
Monday – Friday 8am-5pm (flex)
\$1,971.00 Monthly
Posting: #2498
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.

Secretary III Responsibilities:

The Secretary III 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 financials, completing intake/annual documentation 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. The Clerical Supervisor III supervises the Secretary.

MINIMUM QUALIFICATIONS:

A high school diploma or GED certificate, plus one (1) year secretarial and clerical experience or training. Must have a valid class "C" Texas Driver's license, with a good driving record and the ability to type 30wpm.

PREFERRED REQUIREMENTS:

- Medical Records experience.
- Proficient in typing skills as evidenced by administered typing test (50 WPM).
- Excellent computer skills with knowledge of Microsoft Word and Excel. •
- Ability to work independently, and communicate efficiently with clients as well as other community professionals.
- Bilingual English/Spanish.

BENEFIT PACKAGE:

- A fully funded health, dental, vision package and short-term disability
- 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