



## Burke Job Posting/Job Description

### **Position Title**

Mental Health Clinician – N.T. – Centralized Intake Unit – Lufkin, TX

### **Position Number**

P #1630

### **General Description**

The MH Clinician will be responsible for completing assessments and determining if presenting individuals meet criteria for admission to Burke services and/or require referral to community providers. This position is also responsible for conducting emergency assessments, completing some Case Management and Service Coordination functions, and other duties as assigned. The MH Clinician must work according to Burke's guidelines and standards, and will document activities according to Burke, Medicaid and Accreditation standards. Proficient and timely documentation, self-discipline, flexibility, proficient computer skills, and organizational skills are a must. This position is under the direct supervision of the Centralized Intake Service Director. Some traveling within the 12-county region may be required.

### **Education**

Required: Bachelor's degree in Social Work, Psychology, Rehabilitation or other Human Services discipline from an accredited college or university that meets state Qualified Mental Health Professional requirements.

Preferred: Master's degree or working toward a Master's degree in Psychology, Social Work, Marriage & Family Therapy or Counseling from an accredited college or university.

### **Experience**

Preferred: Six (6) months' full-time direct care experience working with individuals in a mental healthcare setting. Six (6) months' direct care experience in mental health screening and assessment. Six (6) months' direct care experience in mental health screening and assessment with both adult and child/adolescent populations.

### **Licenses/Certifications**

Required: Valid Texas driver's license

Preferred: LBSW.

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator.

### **Physical Requirements**

Sight, hearing, talking, lifting up to 50 pounds, prolonged standing, walking, driving a vehicle, and hand/finger dexterity.

### **Hours**

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. However, this position may require occasional after-hours work to complete job responsibilities.

### **Salary**

Negotiable, depends on qualifications, licensure, and experience.

### **Notice to All Prospective Burke Applicants**

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

Only applications submitted with a specific numbered position listed will be considered.

Physical requirements listed in positions will be discussed in detailed at time of interview.

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.